

**FY 2012-13 OVERALL WORK PROGRAM FOR THE
SAN FRANCISCO BAY AREA**

QUARTERLY PROGRESS REPORT

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**FIRST QUARTER
July 1, 2012 through September 30, 2012**

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INTRODUCTION

This document contains the Quarterly Progress Reports of Transportation Planning Activities in the nine-county San Francisco Bay Area, as performed by the Metropolitan Transportation Commission (MTC), California Department of Transportation (Caltrans District 4), and the Association of Bay Area Governments (ABAG).

The reports contained herein are arranged according to functional categories and work element numbers contained in the ABAG/Caltrans/MTC 2012-13 Overall Work Program (OWP).

The narrative for each work element or work item includes:

A description of the work completed during the past quarter; and

A description of the work anticipated for completion next quarter.

Additional information may be included, if necessary, to

Describe reasons why objectives were not met, including problem areas and planned solutions; and

Describe cost overruns or other discrepancies with the OWP budget; and

Describe significant events affecting the project; and

Describe recent or anticipated changes in activities that may require OWP amendments.

ASSOCIATION OF BAY AREA GOVERNMENTS (ABAG)

PROGRAM SUBCATEGORY 1 & 2:
REGIONAL PLANNING, IMPLEMENTATION and GOVERNMENTAL COORDINATION

WORK ELEMENTS

Work Element 1.1 (101000) – Data Analysis

Work Element 1.2 (101001) – Planning Services

Work Element 1.1 (101000) – Data Analysis**Agency: ABAG**

			% of Budget
Revenue	Budget	Expenditure	Completed
FTA \$5303 FY '12 / T.C.	\$ 114,315	\$ -	
FHWA FY '12 /T.C.	597,315		
TDA	285,000		
Total	\$ 996,630	\$ -	0.00%

Budget Contract for fiscal year 2013 not yet finalized. No billing to MTC has occurred to date.

Goals:

- Urban Sims model 1.5 development
- Data analysis and cleaning
- Initial model validation. Benchmark model results against base case and SCS initial scenario

Work Completed:

- CMA Modeling Working Group – staff reports, power points, presentations
- Initial Model Runs for Urban Sims
- Data Acquisition
- Sketch development of No Project Scenario
- Urban Sims Model Tests and Reporting
- Preliminary EIR alternatives analysis

List of Products:

- Jobs-Housing Connection Scenario Data Set
- Demographic analysis of multi-family and single-family units
- Open space data and maps
- CMA Modeling Working Group Meeting Agendas
- Draft EIR Alternatives

OVERALL WORK PROGRAM – QUARTERLY PROGRESS REPORT
First Quarter FY 2012-2013

Work Element 1.2 (101001) – Planning Services

			% of Budget
Revenue	Budget	Expenditure	Completed
FTA §5303 FY '12 / T.C.	\$ 114,315		
FHWA FY '12 /T.C.	597,315		
TDA	572,000		
STP	638,000		
Prop 84 - SCG	450,000		
Total	\$ 2,371,630	\$ -	0.00%

Budget Contract for fiscal year 2013 not yet finalized. No billing to MTC has occurred to date.

Goals:

- Develop Sustainable Communities Strategy in coordination with regional agencies and local jurisdictions.
- Continued implementation of the FOCUS Initiative to advance development of Priority Development Areas and the permanent protection of Priority Conservation Areas.
- Support and implement sub-regional planning efforts such as ABAG's Smart Corridors and implementation of MTC's 3434 Transit Oriented Development Resolution
- Maintain databases and staff capabilities in regional and sub-regional planning involving land use, housing, transit-oriented development, infrastructure financing, hazardous spills, earthquake safety, airports, and economic development.
- Make planning expertise and capabilities, manuals, and other products developed in ABAG's planning programs available to local governments, MTC, the State and the private sector to assist in identifying and addressing complex regional issues.
- Provide intergovernmental review of federal grant applications and federal direct development projects through the ABAG Area-wide Clearinghouse.

Summary of Plan and Project Review (Intergovernmental Review) Work Completed in the First Quarter:

ABAG Area-wide Clearinghouse updated the online Clearinghouse Database bi-weekly, providing intergovernmental review (IGR) on a total of 6 items for Transportation. The total value of all projects was \$28,412,523.00 of which \$23,114,87.00 was requested of federal sources. At the close of IGR, ABAG notices of clearance were delivered to MTC for 3 projects seeking transportation funds and/or project approval, according to the terms of the MOU between ABAG, MTC and Caltrans.

Summary of Other Planning Work Completed in the First Quarter:

- Coordination with local jurisdictions and stakeholders
- Prepared Plan Bay Area Final SCS/RTP document Chapters 2 Projections, 3 Growth Strategy, 6 Challenges/Future Advocacy
- Participated in Equity Working Group meetings and preliminary equity analysis

- Continued outreach and engagement with local governments and other stakeholders to solicit their input in the development of the PDA Growth Strategy
- Coordinated call for applications and reviewed new applications for Priority Development Areas
- Continued to participate in statewide efforts on inter-regional cooperation.

OVERALL WORK PROGRAM – QUARTERLY PROGRESS REPORT

First Quarter FY 2012-2013

Work Element 1.2 (101001) – Planning Services (cont'd)

- Developed SCS feedback/comment mechanism to receive local jurisdiction input on the SCS
- Analyzed local input on SCS
- Created and refined multiple sketch planning spreadsheet models to distribute regional housing growth for SCS Draft Preferred Scenario
- Composed sections of Draft Preferred Scenario report, and revised and finalized report
- Provided analysis and data to align the SCS long-term housing distribution with the short-term Regional Housing Needs Allocation
- Participated with MTC staff to jointly implement MTC's Transit Oriented Development policies, including technical support, policy review, and participation in Corridor meetings and planning process.
- Worked with MTC to develop the Priority Development Area grant program.

List of Products:

- Agenda packets for RPC, Regional Advisory Working Group and SCS Executive Working Group
- PlanBayArea toolkits for Planning Directors
- Preliminary housing surveys for CMAs
- Outlines for complete communities and housing reports for CMAs
- Housing Paper "Housing the Workforce" - a proposal for a Regional Affordable Housing Trust Fund
- Digitized maps

Q1 2012-2013 Public Information / Regional Liaison

Summary of Work Completed:

- Attended various monthly Mayor's and Councilmember Conferences held in each county throughout region
- Coordinated with Congestion Management Agencies in each of the nine counties SCS Leadership fall meetings with local government elected officials and planning directors to discuss PDA implementation strategies and community outreach.
- Tracked and provided SCS background information, including briefings, press releases, interviews and letters to Editor, to media on Plan Bay Area and SCS-related planning efforts within local jurisdictions.

List of Products

- Packet materials for joint Executive Board Meetings and recorded minutes for July Regional Advisory Work Group meetings
- Service Matters Newsletter for July-August: featured articles on PDAs as critical components for SCS implementation and other sustainability implementation strategies relating to local government energy efficiency projects, and related statistics on transportation-income-jobs.

- Issued Online News Announcements on SCS planning and latest information.
- Further development of Power Point presentations and hand-outs related to Plan Bay Area and PDA implementation for local governments
- Contributed to content and full design update of OneBayArea website which included Plan Bay Area updates and contributing to new page which identified/defined regional initiatives administered by ABAG addressing environmental and economic sustainability needs: to include Bay Area Green Business Program, the Bay Area Call Center for the Energy Upgrade California Program, Municipal Operations Greenhouse Gas Emissions Inventory (GHGE), and Energy Efficiency Workshops.

CALIFORNIA DEPARTMENT OF TRANSPORTATION

PROGRAM SUBCATEGORY 6:
TRANSPORTATION PLANNING, PROGRAMMING AND MANAGEMENT

WORK ELEMENTS
Work Element 6.1 – California Interregional Blueprint & California Transportation Plan(CTP)
Work Element 6.2 – California Transportation Investment System (CTIS)
Work Element 6.3 – Planning/Programming Liaison
Work Element 6.4 – System Planning
Work Element 6.5 – Partnership Participation/Planning Grants
Work Element 6.6 – Overall Work Program (OWP) Management
Work Element 6.7 – Local Development/Intergovernmental Review (LD/IGR)
Work Element 6.8 – Caltrans Project Planning
Work Element 6.9 – Native American Liaison
Work Element 6.10 – Federal Transportation Planning Studies Grant Programs
Work Element 6.11 – Environmental Justice Planning Grants
Work Element 6.12 – Community Planning/Public Engagement
Work Element 6.13 – Pedestrian Coordination
Work Element 6.14 – Bicycle Coordination
Work Element 6.15 – Transit Coordination
Work Element 6.16 – Goods Movement Planning/Partnerships
Work Element 6.17 – Transportation Conformity and Air Quality Planning
Work Element 6.18 – Climate Change Adaptation Planning

Work Element 6.1 – California Interregional Blueprint & California Transportation Plan (CTP)

Percent of work completed: N/A

Not funded through the OWP Process

Summary of the First Quarter (FY 12/13)

- Continue to work with Headquarters Office of State Planning in the development of the California Transportation Plan (CTP) 2040 and California Interregional Blueprint (CIB) as required by SB391.
- Participated in the Headquarters' CTP teleconferences in July and September of 2012.
- Monitored and reviewed information related to the MTC region's Sustainable Communities Strategy (SCS) development and Regional Transportation Plan for 2013, now titled PLAN Bay Area.

Tasks to be Completed Next Quarter:

- Assist HQ in disseminating information for internal and external review & input into the development of the California Interregional Blueprint (CIB) and California Transportation Plan (CTP) 2040.
- Participate in teleconferences scheduled by HQ Office of State Planning.
- Continue to monitor and review information related to the region's Sustainable Communities Strategy (SCS) development and Regional Transportation Plan for 2013, now titled PLAN Bay Area.

Products

- Documentation of outreach
- Notes from Teleconferences
- SCS Data Collection

Estimated Completion Date

Ongoing thru FY 12-13
Ongoing thru FY 12-13
Ongoing thru FY 12-13

Work Element 6.2 - California Transportation Investment Systems (CTIS)

Percent of work completed: N/A

Not funded through the OWP Process

Summary of the First Quarter (FY 12/13)

- The Office of State Planning will be working to collect all the planned and programmed transportation projects statewide in a single database, in a consistent and geo-referenced format. This will help analyze various inter-regional priorities and coordinate inter-regional planning. This information will be used in the development of the California Transportation Plan - CTP 2040.
- They have contracted with Vestra Resources Inc. to contact all the MPOs and RTPAs to get their planned project data in the required format. The consultant will work with district staff in contacting the regional agencies.
- They are coordinating this effort with previous the CTIS effort, and are working closely with staff from the Division of Transportation System Information (TSI).

Tasks to be Completed next Quarter:

- Select one representative from each District to work with the consultant and the MPO/RTPA's – done.
- Hold a teleconference to brief the District representatives and kick-off the coordination effort – done (meeting held on September 13).
- Districts provide MPO/RTPA contact information to HQ – done.
- HQ accepting comments on data dictionary and database fields. Will finalize next quarter.

Products

Estimated Completion Date:

- Spatial database of Planned and Programmed Projects 2014

Work Element 6.3 –Planning/Programming Liaison

Percent of work completed: N/A

Not funded through the OWP Process

Summary of the First Quarter (FY 12/13)

- Monitoring Federal Reauthorization – Implementation of Map21; Climate Change Legislation; Alternate Fuel/EV Infrastructure advancements.
- Monitoring Statewide Efforts (High Speed Rail; Smart Mobility Framework; California Interregional Blueprint – Interim Report; Interregional Transportation Strategic Plan (ITSP) update; California Statewide Transit Strategic Plan; and California Transportation Plan (CTP) 2040.
- Monitoring Regional Activities (RTP/SCS development; EIR Scope & Alternatives, Investment Strategy, One Bay Area Grant, Trade-Off Discussions, Draft Policy Initiatives).
- Monitoring County Congestion Management Agency (CMA) planning efforts.

Tasks for the Next Quarter

- Continue monitoring implementation & analysis of MAP-21, Climate Change Legislation & Alternate Fuel/EV Infrastructure advancements.
- Continue monitoring Statewide Efforts listed above.
- Continue Coordination internally with Program/Project Management and System Planning.
- Continue monitoring Regional Activities (RTP/SCS development & Draft Environmental document, One Bay Area Grant, emerging Policy Initiatives).
- Continue monitoring County Congestion Management Agency (CMA) Planning efforts.

Work Element 6.4 – System Planning

Percent of work completed: N/A

Not funded through the OWP process

Corridor System Management Plan (CSMP) Activities

Summary of the First Quarter (FY 12/13)

First generation CSMPs were developed throughout the State for corridors within which funding is being used from the Corridor Mobility Improvement Account (CMIA) and Highway 99 Bond Programs created by the passage of Proposition 1B in November 2006. The Metropolitan Transportation Commission (MTC) and the Department have assisted each other in the development of CSMPs and MTC's related Freeway Performance Initiative (FPI) corridor studies. This cooperation is documented in MTC Resolutions 3792 and 3794. First generation CSMPs were completed in 2010; Second generation CSMP activities are now in progress. Work activities this quarter include:

- Coordinated with D4 and HQ Operations and MTC on CSMP operational analysis, deployment of traffic detection, ramp metering and other ITS elements in CSMP corridors.
- Second TAC meeting held, data collection in progress and network defined.

Q1 Status of CSMP Documents

CSMP	Study Limits	Status / Issues / Comments
CC/ALA 680	CC county line to I-580	Second TAC meeting held, data collection in progress and network defined.

CSMP Tasks to be Completed Next Quarter

- Continued data collection, planning and TAC engagement in support of I-680 CSMP development.
- Work with MTC on development of new FPI Corridor Studies to utilize in future CSMP development.
- Continue work on developing statewide CSMP guidance with HQ and other Districts, as well as sharing of best practices and lessons learned.

Other System Planning Documents: Corridor Plan (CP) and Transportation Concept Report (TCR) Activities

Summary of the First Quarter (FY 12/13)

TCRs provide route corridor data and facility concept information for a twenty-five year planning period. They are to be completed for all State Routes. There are 56 routes, or portions of routes, in District 4. Work is proceeding on the development of CPs and TCRs listed below.

Q1 Status of CP/TCR Documents

Route	CMA/County	Status/Issues/Comments
SR 1 North	Marin/Sonoma	Coordination with federal agencies on-going.
SR 1 South	San Mateo/San Francisco	Data collection in progress.
SR 12 West	Sonoma/Napa	Report information incorporated into new TCR format; Ongoing coordinating with local agency on excess lands issues. Preliminary draft in progress.
SR 17	Santa Clara	Data collection in progress.
SR 29	Napa/Solano	Final Draft complete, on shelf pending development of NCTPA corridor study.
SR 35	San Mateo/San Francisco	Scoping on hold due to other priorities (TSAE).
SR 37	Marin/Solano	Completed TRB study will inform updated TCR; Report update prepared using new TCR format.
SR 61	Alameda	Completed and signed.
SR 87	Santa Clara	Data collection in progress.
SR 92	Alameda/San Mateo	Preliminary draft in progress.
SR 116	Sonoma	Preliminary draft in progress using new TCR Guidelines.
SR 121	Sonoma/Napa	Data collection in progress.
SR 128	Sonoma/Napa/Solano	External review complete. To be prepared for signature.
SR 185	Alameda	External circulation complete, responding to comments.
SR 237	Santa Clara	Internal circulation complete, external circulation ongoing.
I-280	San Francisco/San Mateo/Santa Clara	External circulation complete, responding to comments.
I-680 North	Solano	Preliminary draft in progress.
I-680 South	Alameda/Santa Clara	Preliminary draft in progress.
I-780	Solano	Completed and signed.

Corridor Plan Activities to be Completed Next Quarter

- Continue development and review of TCRs as part of the FY 12/13 work plan.
- Continue stakeholder review and comment on TCRs with CMA TACs as requested.
- Continue to refine the TCR development process with other internal functional areas, Headquarters System Planning, and external corridor stakeholders.

Other System Planning Tasks

Summary of the First Quarter (FY 12/13)

- Participated in HQ-led finalization of Caltrans TCR Guidelines.
- Contributed to and/or reviewed Caltrans documents such as Project Reports, Project Study Reports, Project Scope, and Summary Reports, Excess Land documents.
- Provided expert assistance on ITS planning initiatives for partner agencies.
- Continued coordination with Congestion Management Agencies and the Metropolitan Transportation Commission and consultation with the local agencies for the review and

- processing of cities and counties' functional classification change requests. Submitted processed requests to MTC for its concurrence and HQ's review and submittal to FHWA. Responded to local agency requests for FC maps and FHWA guidelines; provided information on the present functional classification of arterials in various cities and counties; and provided information on the process of changing existing FC designations.
- Coordination with local agencies in developing Transportation System Analyses and Evaluations (TSAEs) in support of relinquishment of State routes, as initiated by either the State or local agency(ies), or adoption of local roads into the State Highway System.
 - Participation in system planning-related studies noted in OWP WE 6.6.
 - District System Management Plan (DSMP) document progressing with scoped tasks and data collection.

System Planning Tasks to be Completed Next Quarter

- Continue to refine the FY 12/13 Work Plan for District 4 System Planning program given available and projected resources.
- Continue review of LD/IGR and Caltrans project documents.
- Continue participation and coordination with partner agencies on Intelligent Transportation System (ITS) Planning activities.
- Continue evaluation of functional classification change requests as they are received.
- Continue coordination with local agencies in developing TSAEs in support of relinquishment of State Routes or Route Adoption.
- Continued development of DSMP, TCRs, and CSMPs.
- Continue CMA liaison work activities and RTP coordination.

Work Element 6.5 – Partnership Participation/Planning Grants

Percent of work completed: N/A

Not funded through the OWP process

Summary of the First Quarter (FY 12/13)

- Support of internal System and Corridor Planning efforts that include Countywide Transportation Plan activities for the nine Counties in the Bay Area.
- Coordinated with internal Departmental staff and external agencies on transportation issues related to ongoing corridor studies.
- Participated in staff-level Congestion Management Agency committees for the nine Counties in the Bay Area by providing liaison duties for District Planning and coordination of CMA activities with other District functional units.
- FY 12/13, Partnership Planning study Technical Working Group participation
- FY 12/13, Partnership Planning grant contract management activities

Q1 Status of Partnership Participation/Planning Studies

STUDY NAME	DESCRIPTION	STATUS
SR 24 Corridor Study	Evaluate a range of SR 24 corridor issues as part of Caldecott Tunnel project legal settlement.	Efforts remain on hold pending stakeholders agreement on scope of work.
SR 152 Trade Corridor Study	Develop funding alternatives to facilitate the movement of goods through the SR152 corridor in Santa Clara and San Benito Counties between US 101 and I-5. The study will also focus on the realignment of SR152 between US101 and SR 156.	Phase II is currently in PA&ED phase.
SR12 Corridor Study	Evaluate improvements to corridor facility.	Final report delayed due to liability concerns by legal. Consultation underway with other partners, to finalize document.
SR 239 Feasibility Study	Determine feasibility of constructing new interregional link.	2nd study TAC meeting held. Discussed project impetus statement, corridor elements and next steps
HOV Conversion Study US 101 (Redwood City to SM/SF county line)	Determine feasibility of converting general purpose lanes to HOV lanes	Feasibility analysis still being developed, awaiting a hybrid option, which would consist of a combination of 2 options already analyzed: adding a lane, and converting a lane.

STUDY NAME	DESCRIPTION	STATUS
Bi-County Transportation Study (SF & SM) and Geneva I/C PSR	Improve State and local transportation facilities to facilitate the movement of people and goods between neighboring jurisdictions.	Finalizing Study's key findings. Developing an additional tier of projects using the existing list to optimize limited funding resources.
Central Freeway & Octavia Blvd Circulation Study	Improve circulation on US 101 as it transitions from freeway to local arterials - local arterials in immediate neighborhood.	Draft Final Report is complete. Currently under review.
Balboa Park BART Station Area Circulation Study	Develop a set of station and freeway-related access and circulation improvement projects to resolve station area's modal conflicts.	TWG held its first meeting. Discussed the draft goals framework and the existing conditions assessment, Consultant presented ideas for re-configuring the circulation in the area Goal to get initial feedback from participants. Next steps.
SR 4 Integrated Corridor Analysis	Limits are SR 4 freeway from I-80 to SR 160, study led by CCTA. Intent is to compile and evaluate previously identified projects along the corridor, consider new projects, support local community goals for PDAs and recommend a Multi-Modal Transportation Service Objective(s) (MTSOs).	Final report released August 1st. Anticipate Board action next quarter.

Tasks to be Completed Next Quarter

- FY 12/13, Partnership Planning study Technical Working Group participation
- FY 12/13, Partnership Planning grant contract management activities
- Continue to coordinate with the internal functional units involved in the planning of federal and state grant awards.
- Continue participation, provision of technical support and coordination with local partners on existing regional and local transportation studies.
- Continue support of Countywide Transportation Plan development activities and RTP – Plan Bay Area /SCS coordination within the Bay Area.
- Continue participation in staff-level Congestion Management Agency committees and general CMA liaison duties for the nine Counties.

Products

- Study oversight of the Partnership Planning, 5304, and Regional Blueprint Grants
- Completion of Planning study reports

Estimated Completion Date

Ongoing

Continuous thru FY12/13

Work Element 6.6 – Overall Work Program Management

Percent of work completed: N/A

Not funded through the OWP Process

Summary of the First Quarter (FY 12/13)

- Compiled and submitted to MTC Caltrans Fourth Quarterly Report for CT Work Elements for FY 11/12.
- Received, reviewed and submitted MTC's Fourth Quarterly Progress Report for FY 11/12 to HQ ORIP.
- Participated in monthly CTP/CIB district teleconference in September.
- Attended the September 7th FHWA webinar titled Overview of How MAP-21 Will Impact Statewide and Metropolitan Transportation Planning.
- Attended MTC's draft TIP Public Hearing in July.
- Coordinated comments on the NOP Draft EIR for MTC's Plan Bay Area.
- Attended and coordinated the participation from other planning units the MAP-21 Implementation teleconference.
- Received and reviewed MTC and ABAG funding agreement.
- Reminded MTC of the MTC Final Audit Finding with regards to MTC developing Accounting Manual & Procedures by December, 2012.
- Initiate review of MTC PAC Agenda, Revision to Regional Toll Credit Policy.
- Reviewed and approved requests for reimbursements in the amounts of \$1,112,849.52 (FHWA PL funds) and \$213,593.20 (FTA 5303 funds).

Tasks to be Completed next Quarter

- Prepare D4 Second Quarter Progress Reports.
- Review MTC Quarterly Progress Reports for the first quarter of FY 12/13.
- Process and approve OWP invoices for reimbursement.
- Process and approve amendments as necessary.
- Review and approve Year End Package and submit to ORIP.
- Initiate review of Caltrans Work Elements and determine what changes or modifications are needed to prepare for next year's development of the OWP.
- Consult and coordinate with MTC and share any new information relating to the preparation of MTC's FY 13/14 OWP.

Products/Estimated

- Final/amended OWP
- Executed/amended OWPA
- Caltrans Quarterly Progress Reports
- MTC's Quarterly Progress Reports
- Processed Request for Reimbursement Invoices
- Update Caltrans Work Elements

Estimated Completion Date

Annually/as needed
Annually/as needed
Quarterly
Quarterly
Monthly
As needed

Work Element 6.7 – Local Development – Intergovernmental Review (LD/IGR)

Percent of work completed: N/A

Not funded through the OWP Process

Tasks Completed in the First Quarter

- During the 1st quarter of FY 12/13, the LD-IGR Branch in the Office of Transit and Community Planning reviewed 448 environmental documents and plans for local development projects. The purposes of these reviews are to identify potential impacts to State facilities and ensure that these impacts are mitigated to a level of insignificance.
- Of the documents reviewed this quarter, District 4 requested mitigation or analysis of impacts for 16% of the projects.
- Adequate mitigation was included in another 12% of the projects.
- 72% of the projects were deemed to have little to no impact on State facilities or were preliminary environmental documents where no mitigation was addressed.
- The Branch also reviewed Permit Applications for implementing previously identified mitigation measures on State highways. The value of proposed improvements exceeded \$875,000.

Tasks to be Completed Next Quarter

- Continue to review environmental documents, design plans, and work with lead agencies to mitigate impacts to State facilities resulting from local development.
- Receive Mitigation Monitoring Reports from lead agencies and include in permanent CEQA record.
- Continue to pro-actively work with tribal governments to mitigate traffic impacts from proposed tribal projects.
- Actively work to engage lead agencies early in the LD-IGR process.
- Actively work at an early stage in development of General Plans.

Work Element 6.8 – Caltrans Project Planning

Percent of work completed: N/A

Not funded through the OWP process

SHOPP PID WORK PLAN				
County	Route	Improvement Description	Location	1st QTR Status
NAP	29	Install Concrete Barrier (type 60)	In the City of Napa along the Solano Ave on-ramp onto SB Route 29	Ongoing
SM	1	Crosswalk safety enhancement	In San Mateo & Solano Counties, at various locations	Ongoing
ALA	80	Replace MBGR and K-rail with concrete barrier	On ALA-80 between Ashby Ave. and University Ave.	Ongoing
SOL	80	Bridge Rehabilitation	Dan Wilson Creek Bridge 23-0006.	Ongoing
ALA	580	Deck Rehab	Oakland Ave UC Br#33-0288	Ongoing
ALA	580	Deck Rehab/Replace	East Castro Valley Blvd UC #33-0235L	Ongoing
CC	242	Bridge Rehabilitation	Buchanan Field Viaduct #28-0186R/L	Ongoing
MRN	101	Bridge Rehabilitation	San Rafael Harbor #27-0033S	Ongoing
SCL	85	Deck Replacement	Stevens Creek #37-0185	Ongoing
SCL	9	Replace bridge (Listed on the national registry)	Saratoga Creek, Br# 37-0074	Ongoing
NAP	128	Replace bridge	Carpel Creek Bridge #21-0078	Ongoing
SM	1	Replace bridge	San Jose Ave. POC in Pacifica #35-0240	Ongoing
NAP	29	Scour replace bridge	Garnett Creek Bridge # 21-0005	Ongoing
SON	12 101	Scour mitigation	Stuart Crk # 20 0025, San Antonio Crk # 20 0019 R, Sonoma Crk # 20 0027	Ongoing
SOL MRN	80 101	Scour mitigation	Suisun Cr # 23 0007, Miller Cr # 27 0004	Ongoing
ALA	880	Seismic retrofit	Crandall Creek #33-0273	Ongoing
CC	580	Seismic restoration	Scofield Ave UC #28-0140L/R	Ongoing
ALA	238 238 580	Bridge Preservation	On ALA-238 at east connector separation (S238-E580) Br #33-0524F; at N238-S880 connector OC Br #33-0540G, and on ALA-580 at Arroyo Seco Br #33-0066	Ongoing
SOL	84	Bridge Preservation	Cache Slough Ferry and Cache Slough Ferry Ramp	Ongoing
NAP	121	Bridge Preservation	Tulucay Creek	Ongoing
MRN	1	Roadway realignment	Near Point Reyes at Petaluma Road	Ongoing

ALA	24	Pave slopes, areas beyond the gores, shoulders	In Oakland from Rte 580 to Caldecott Tunnel; Also on ALA-13 (PM 9.0-10.0) at Var. Loc.	Ongoing
SHOPP PID WORK PLAN (Continued)				
County	Route	Improvement Description	Location	1st QTR Status
CC	4	Pave areas beyond gore & medians and install maintenance vehicle pullouts	In Hercules, Martinez and Antioch on Rte 4 at Var. Locations. Also In Orinda and Lafayette on CC-24 (PM 2.1 to 7.92) at Var. Locations.	Ongoing
CC NAP	4 29	Install Weigh-in-Motion system	On CC-4 0.39 mile east to Morello, SON-37 west of Rte-121, and NAP-29 0.5 mile north of Rte 29/121 Jct.	Ongoing
SCL	152	Install Weigh-in-Motion system	At 1.86 miles east of Casa De Fruta Drive UC near the City of Gilroy	Ongoing
ALA	580	Upgrade cure ramps and sidewalk	Between Fruitvale Ave./Champoign and Harold St./Montana St. in the City of Oakland	Ongoing
SOL	12	Install traffic signal	In Solano County, at the intersection of Route 12 and Route 113	Ongoing
SON	12	Combined program project under 010: to extend and construct concrete median from PM17.75/18.2 (010) \$2.8M; and upgrade & extend MBGR from PM 17.9/18.2 (015) \$1.2M	Along the eastbound side of Fourth Street in downtown Santa Rosa in Sonoma County	Ongoing
NAP	29	Install new signal	In the City of NAPA on First Street at Route 29 off-ramp	Ongoing
SOL	80	Replace K-rail with concrete median barrier	On SOL-80 between the Cities of Vacaville and Dixon	Ongoing
SCL	82	Upgrade existing drainage system	In Santa Clara County, in the City of Sunnyvale, on Route 82, from the Henderson Avenue Intersection to the Mathilda Avenue Intersection (Portions)	Ongoing
ALA	84	Shoulder widening	East of I-680, near Livermore	Ongoing
SCL	87	Replace MBGR with concrete barrier	0.23 miles North of airport PKWY undercrossing	Ongoing
SON	101	Restore freeway signs, eliminate free right turn and upgrade lighting	Near the City of Healdsburg along Route 101 at the intersection between SB off-ramp and Grant Ave.	Ongoing
SON	116	Construct left turn lane	On EB Route 116 at the intersection of NB Llano Road	Ongoing
NAP	121	Widen Rte-121 at Huichica Creek Bridge and construct fish passage	In Napa County at Huichica Creek	Ongoing
SON	121	Roadway and shoulder	In Sonoma County on Route 121	Ongoing

		widening to meet current standard, and install median and shoulder rumble strips.		
SCL	280	Install signal	In Santa Clara County, in the Town of Los Altos Hills, at the southbound Route 280 Off-Ramp/Page Mill Road/Arastradero Road Intersection	Ongoing

Total = 38 Projects

Non-SHOPP PID WORK PLAN				
County	Route	Improvement Description	Location	1st QTR Status
ALA	80	I/C reconfiguration	Gilman St I/C in Berkeley	Ongoing
ALA	680	Construct HOV/HOT lane and auxiliary lanes on northbound I-680	In Fremont, between SR-237 and SR-84	Ongoing
ALA	880	I/C reconfiguration	Marina Blvd in San Leandro	Ongoing
CC	242	Reconstruct Interchange	Clayton Road in Concord	Ongoing
SCL	101	Interchange modification	US 101 Montague Interchange in San Jose	Ongoing
SCL	101	Interchange modification	US 101 Trimble / De La Cruz Blvd in San Jose	Ongoing
SCL	85 237	Modify two interchanges and add auxiliary lanes	SR 237/Middlefield Rd I/C and SR 85/El Camino Real I/C in Mountain View	Ongoing
SCL	101	Convert HOV lanes to Express (HOT) lanes	US 101 from Dunne Avenue in Morgan Hill to Embarcadero Rd/Oregon Expwy in Palo Alto	Ongoing
SCL	680	Modify interchange	I-680/Montague interchange in San Jose	Ongoing
SM	101	Modify interchange	Candlestick I/C	Ongoing
SM	101	Interchange improvement	Holly St I/C	Ongoing
SM	82	Part of the Grand Blvd Initiative, demonstrate complete street improvements to meet all modes of transportation	In the Cities of Daly City, South San Francisco, and San Bruno	Ongoing
SON	101	Modify Interchange	Hearn Avenue	Ongoing
SON	116 121	Intersection improvements	Intersection of Highways 116 and 121	Ongoing
Var	Var	Express Lane Network	SF Bay Area	Ongoing
ALA ALA ALA ALA/SCL CC	80 92 84 880 680	Convert HOVLs to Express Lanes	WB Approaches to the SFOBB, San Mateo-Hayward and Dumbarton Bridges. NB and SB ALA/SCL-880 between Hegenberger Rd. and SR-237. NB and SB CC-680 between Alcosta Blvd. and Rudegarr Rd.	Ongoing
ALA	880	Integrated Corridor Management	Parallel Arterials between Marina Blvd. and I-980	Ongoing
SF	101	Pedestrian Tunnel	In City of San Francisco under Van Ness	Ongoing

			Ave, between Geary St and Cedar St.	
SF ALA	80	SFOBB West Span Bike/Pedestrian Path	On I-80 SFOBB WB	Ongoing
Var	Var	Joint seal replacements	5 Toll Bridges	Ongoing
Var	Var	Lighting	6 Toll Bridges	Ongoing

Total = 21 Projects

Element 6.9 – Native American Liaison
--

Percent of work completed: N/A

Not funded through the OWP Process

Summary of the First Quarter (FY 12/13)

- Participated in the statewide District Native American Liaison teleconference.
- Initiated preparation for the National Native American Heritage Day in November.
- Provided more comments on State Route 128 Transportation Concept Report (TCR), focusing on issues related to Dry Creek Rancheria. The TCR was circulated to Dry Creek.
- Reviewed and commented on TERO Guidance and template.
- Reviewed IRR inventory and confirmed the bridges and routes that Caltrans supported Dry Creek to submit for inclusion in the IRR inventory.
- Worked with the District Division of External Affairs and other district cultural committees to prepare for the District's celebration of the District Diversity Awareness Day in October.

Tasks to be completed Next Quarter

- Continue to assist in responding to requests from the tribes as they pertain to their transportation needs.
- Continue to attend the Native American Advisory Committee meetings.
- Participate in the statewide District Native American Liaison meetings.
- Continue follow-up on Dry Creek's request.
- Follow-up on other requests made by the tribes.
- Participate in the District Diversity Awareness Day Celebration.
- Hold the National Indian Heritage Day Celebration.

Work Element 6.10 -- Federal Transportation Planning Studies Grant Programs
--

Percent of work completed: N/A

Not funded through the OWP Process

Summary of the First Quarter (FY 12/13)

- Continued to oversee, monitor and track the progress of the previously awarded grants under FHWA Partnership Planning and FTA 5304 grant programs.
- Provide HQ documentation for grants that are closed-out.
- Coordinated the quarterly progress reporting between HQ and D4 transportation planner manager.
- Continue to coordinate with MTC and respond to questions pertaining to submittal of expenditures for the previously awarded FTA 5304 projects during the FY.
- Processed and approved requests for reimbursements in the amounts of \$202,183 in FTA 5304 funds.

Tasks to be Completed Next Quarter

- Continue to coordinate with the internal functional units involved in the planning coordination of the federal and state grant awards for previous years.
- Determine which projects will be closed-out in FY 12/13.
- Continue to provide HQ documentation for grants that are closed-out.

Products

- Administration of FTA 5304 Planning Grant Funds
- Completion of Study reports

Estimated Completion Date

Ongoing

Continuous through FY 12/13

Work Element 6.11 – Environmental Justice Planning Grants
--

Percent of work completed: N/A

Not funded through the OWP Process

Summary of the First Quarter (FY 12/13)

- Managed FYs 10/11 and 11/12 EJ Contracts: Attending meetings, reviewing and certifying EFIS invoice payments, providing guidance to the EJ participants and other tasks related to the overall management of the existing active EJ contracts: San Pablo Avenue Complete Streets and Pedestrian Connectivity, Bayview Hunters Point Community Based Mobility Solution Study and Chinatown Broadway Streetscape Improvement Design Plan.
- Reviewed conditions of award for FY 12/13.
- Worked closely with FY 12/13 grant awardees to meet the requirements of the award letters.
- Initiated execution of the Fund Transfer Agreement for one of the 12/13 awards, Potrero Hill Neighborhood Transportation Plan of the San Francisco County Transportation Authority.
- Continuous coordination with the awarded agencies of the three approved FY 12/13 EJ grant contracts: Iron Triangle Yellow Brick Road Walkable Neighborhood Plan (City of Richmond), Mission Street Transit and Public Realm Improvement (San Francisco Planning Department) and Potrero Hill Neighborhood Transportation Plan (San Francisco County Transportation Authority).
- Attended HQ sponsored EJ/CBTP webinar.
- Inputted into the Division of Transportation Planning Title VI Report in response to the California Department of Transportation Title VI Annual Element Update FFY 2012.

Tasks to be Completed Next Quarter:

- Continue to work with awarded agencies to comply with the conditions of the award letters.
- Initiate execution of the Fund Transfer Agreement for the FY 12/13 awards.
- Continue management of existing contracts.

Products/Estimated

Completion Date

- | | |
|---|-----------------------------|
| <ul style="list-style-type: none">• Management of the EJ Grants and completion of study reports | Continuous through FY 12/13 |
|---|-----------------------------|

Work Element 6.12 – Community Planning/Public Engagement

Percent of work completed: N/A

Not funded through the OWP Process

Summary of the First Quarter (FY 12/13)

Planning Grant Administration

FY 10/11 CBTP Grants

- Central Corridor Growth Strategy and Design Plan (San Francisco) – City is analyzing and incorporating comments from the June 13 public workshop and refining the project's report
- Phase II Midcoast Highway 1 Safety and Mobility Improvement Study (San Mateo County) – Work is progressing on the project.
- Sonoma Boulevard Corridor Project (City of Vallejo) – Work is progressing on the project.

FY 11/12 CBTP Grants

- Community-Based State Route 29 Gateway Corridor Improvement Plan (Napa County Transportation and Planning Agency) – A project kick-off meeting was held in August 2012.
- Complete Streets Planning Process for Two Main Streets in Albany – The first TAC meeting and a walking audit were completed in this quarter.
- West San Carlos Street and South Bascom Avenue Urban Corridor Master Plans (City of San Jose) – Planning outreach with local agency staff has begun. An RFQ for design support is being developed.

FY 12/13 CBTP Grants

- City of San Mateo Sustainable Streets Plan (City of San Mateo) – Conditional Award Letter was submitted to City of San Mateo.
- Living Alley Pedestrian Network (San Francisco Planning Department) – Conditional Award Letter was submitted to City of San Mateo.
- South Richmond Transportation Connectivity Plan (City of Richmond) – Conditional Award Letter was submitted to City of San Mateo.

Public Participation:

- A Planning Public Engagement Contract was awarded on June 30, 2011, and will expire on February 28, 2014. The District does not have any active task proposals this quarter.

Partnerships:

- Community Planning staff continued to participate on the Santa Clara County Valley Transportation Authority Land Use/Transportation Integration (LUTI) Working Group and in activities related to the El Camino (State Route 82) Grand Boulevard Initiative.

Products Date

Estimated Completion

- | | |
|--|---------|
| • Monitoring of Community-Based Transportation Planning grants | Ongoing |
| • Participation with local agencies in Context Sensitive | Ongoing |
| • Solutions efforts concerning conventional state highways | |
| • Participation in Transit-Oriented Development (TOD) Policy | |
| • Corridor Working groups | |
| Ongoing | |
| • Participation in TOD Studies | |
| Ongoing | |

Work Element 6.13 – Pedestrian Coordination

Percent of work completed: N/A

Not funded through the OWP Process

Summary of the First Quarter (FY 12/13)

- Staff in Pedestrian and Bicycle Coordination Branch participated on the Project Development Teams for various Caltrans oversight projects concerning conventional (surface street) state highways and freeway interchanges with local streets, and provided comments related to pedestrian needs.
- The Branch Chief / District Pedestrian Coordinator also organized and presented material at a meeting of the Caltrans District 4 Pedestrian Advisory Committee (PAC) in September 2012. This meeting was primarily focused on developing and adopting the Fiscal Year 2012-13 PAC work plan, nominating and electing the FY 2012-13 PAC Chair and Vice Chair, and discussing a request previously submitted by the PAC for Caltrans to form a multimodal or pedestrian-specific geometric design experimentation oversight committee.
- In addition, Branch staff continued to participate on the MTC Active Transportation Working Group (a blend of the former Regional Pedestrian Committee and Regional Bicycle Working Group) and the Alameda County Pedestrian/Bicycle Working Group this quarter.

Products	Estimated Completion Date
• Reviewing and commenting on Caltrans in-house and oversight projects regarding pedestrian needs	Ongoing
• Providing staff support for Caltrans District 4 Pedestrian Advisory Committee meetings	Quarterly
• Reviewing and commenting on pedestrian and context sensitive design concepts proposed by local agencies for locations within the State Highway System	Ongoing
• Providing comments on local land use plans/development proposals regarding pedestrian impacts, mitigation measures and needs	Ongoing

Work Element 6.14 – Bicycle Coordination

Percent of work completed: N/A

Not funded through the OWP Process

Summary of the First Quarter (FY 12/13)

- Coordinated and held the July 2012 D4 Bicycle Advisory Committee.
- Reviewed and provided input on the bicycle facilities section of various system planning documents (Transportation Concept Reports).
- Reviewed and provided input on various engineering documents such as advance planning and design-level documents, for consistency with bicycle network planning, access, connectivity, safety, and design requirements.
- As a member of various Project Development Teams (PDTs) and PDT subcommittees, provided input on bicycle facility design, bicycle operational & safety issues and needs, in particular input on how to mitigate impacts to bicycle facilities during construction.
- Initiated and responded to requests from the public regarding maintenance and safety issues on the state highway system such as construction mitigation, detours, signal detection, etc. al., and request for information on existing and planned bicycle facilities improvements.
- Continued coordinating meetings with local agencies to initiate bicycle facility improvements on State highways, in particular Marin 1 (Tam Junction) and Napa 29 (Vine Trail project).
- Reviewed and provided input on a number of encroachment permit applications with regard to bicycle facilities design and safety issues.

Work Element 6.15 – Transit Coordination

Percent of work completed: N/A

Not funded through the OWP Process

Summary of the First Quarter (FY 12/13)

- Continued work on the Van Ness Bus Rapid Transit project. Reviews and revisions continue on Draft Environmental Impact Report/Statement and Project Study Report/Project Report. A field survey was done in Aug 2012 to identify all required design exceptions. Initiated development of Maintenance Agreement to cover maintenance of BRT stations and transit lanes.
- Continued work with AC Transit on the East Bay Bus Rapid Transit project. Project Report for AC Transit's BRT was signed September 2012. Initiated development of Construction Cooperative Agreement, Maintenance Agreement, and PS&E schedule.
- Continued work with Santa Clara Transportation Authority (VTA) on the El Camino Real Bus Rapid Transit project. VTA is moving ahead with a reduced scope ECR BRT proposal. Originally, VTA proposed BRT service on ECR from Palo Alto Transit Center to San Jose HP Arena (17.4 miles) with included dedicated bus lanes through Mountain View, Sunnyvale, and Santa Clara (10.3 miles). VTA reduced the scope of the project to only have dedicated lanes in Santa Clara (2.97 miles), and mix flow service through the other cities. VTA will study the original alternative and the revised alternative in the environmental phase.
- Continued work with Tiburon for Lyford Drive Multi-Modal Parking Lot. Caltrans is conducting a Transportation System Analysis & Evaluation; and preparing a scoping document that will authorize the preparation of deed maps for presentation to the California Transportation Commission.
- SB415 was signed into law Sept 2012. This bill authorizes Caltrans to relinquish a park -and-ride lot to MPO/RTPAs at no cost. In the past, the Department was only allowed to offer the P&R facilities at fair market value.

Tasks to be Completed Next Quarter

- Continue to support the analysis of the multiple Bus Rapid Transit projects in the Bay Area.
- Continue to develop partnership opportunities to improve and expand District Park and Ride system.
- Continue to participate in teleconferences scheduled by HQ Division of Mass Transportation.
- Continue to review Caltrans project development documents for potential transit enhancements and/or considerations.

Work Element 6.16 – Goods Movement Planning/Partnerships

Percent of work completed: N/A

Not funded through the OWP Process

Summary of the First Quarter (FY 12/13)

This activity includes developing goods movement stakeholder partnerships with, among others, MPOs/RTPAs, seaports, airports, railroads, trucking companies, shippers and receivers.

The Freight Mobility Branch participates in the development of System Planning documents pertinent to specific interregional transportation corridors. This includes provision of back-up information to be included in the documents, including statistical data, information necessary for analysis of multimodal issues and concerns pertinent to interregional travel demand and specifying highway facility concepts. The Freight Mobility Branch is collaborating with the System Planning branches in the Office and System and Regional Planning in the development of Transportation Concept Reports (TCRs). Ongoing tasks include the review and comment on potential impacts to goods movement from local development proposals, plans, programs, and projects prepared by other agencies through the Local Development / Intergovernmental Review process as well as a PSRs, PRs and EIRs produced internally.

Partnership Development

- Maintained District liaison role through attendance or agenda monitoring for various local and regional goods movement focused committees including:
 - Port of Oakland (various standing committees)
 - Regional Airport Planning Committee
 - SJCOG's San Joaquin Goods Movement Task Force
- Continued active role in development of an updated District System Management Plan (DSMP), ensuring that district 4 freight mobility issues and needs are documented.
- Represented District 4 at the October 2012 Freight Planning Roundtable, a statewide Caltrans video conference.
- Attended Airport Disaster Study meeting (multi-agency participation) at Association of Bay Area Governments (ABAG) July 2012.
- Active participant in the San Joaquin Valley Interregional Goods Movement Plan webinar July 2012.
- Attended three day Aviation Planning workshop in San Diego September 2012. Focus on Air Cargo was key component.

Goods Movement Studies

- Assigned as District 4 lead for the development of the multistate I-80 Corridor Master Plan, as part of a partner states/stakeholders task force. This two year effort will be led by Nevada DOT. This 1.7 million dollar funded plan will study I-80 between San Francisco, California and Cheyenne, Wyoming.

Programming Advocacy

- Maintained Transportation Planning oversight and provided updates to D4 Executive Office and SJCOG on District 4 – Trade Corridors Improvements Fund (TCIF) projects. Assigned to provide lead coordination for District 4 for the TCIF funded Outer Harbor Intermodal Terminals Project (OHIT).
- **Technical Tools and Studies**

- Continued goods movement support and oversight for development of D4 System Planning documents.
- Continued review and comment on internal Project Initiation Documents.
- Continued review and comment on IGR/LD project documentation for regional / interregional goods movement considerations and inclusion.
- Continued participation at PDT meetings for the SR 12 corridor Study. Ensuring that critical goods movement issues are discussed and addressed. Represented Caltrans at external stakeholder meeting.
- Participated in (Statewide) Freight Planning Technical Advisory Committee (TAP) video conference representing District 4 July 2012.

Work Element 6.17 – Transportation Conformity & Air Quality Planning

Percent of work completed: N/A

Not funded through the OWP Process

Summary of the First Quarter (FY 12/13)

- The Regional Air Quality Conformity Task Force met monthly to determine whether specific projects should be considered Projects of Air Quality Concern (POAQC), thereby requiring the project sponsors to generate a PM2.5 Hot Spot Analysis.
- Consulted with Department project sponsors on preparation and submittal of PM2.5 Project Assessment forms.
- Participated in Statewide Air Quality Conformity Working Group meetings.

Tasks to be Completed next Quarter

- Participate in interagency consultation regarding transportation conformity, PM2.5 project level conformity, and other air quality issues through the Transportation Air Quality Conformity Task Force. The Task Force meets monthly.
- Participate with regional and local partner agencies on preparation of the PM2.5 SIP.
- Work with Department project sponsors in developing and submitting PM2.5 Hot Spot Analysis Project Assessment forms for Transportation Air Quality Conformity Task Force consideration.
- Participate with HQ, CARB, and other state and federal agencies on state air quarterly planning issues as needed.

Products

- Air Quality Conformity Task Force Decisions
- RTP/TIP Transportation Conformity Analysis Input
- PM2.5 Project Assessment Forms

Estimated Completion Date

Monthly
As Needed
As Needed

Work Element 6.18 – Climate Change Adaptation Planning

Percent of work completed: N/A

Not funded through the OWP Process

Summary of the First Quarter (FY 12/13)

- Caltrans District 4, BCDC and MTC completed work on the Transportation Risk Assessment Pilot Study. The final documents are available here: <http://mtc.ca.gov/planning/climate/>
- Caltrans staff reviewed Planning and Programming documents to ensure consistency with the 2011 *Guidance on Incorporating Sea Level Rise*.
- Caltrans staff working with BCDC on development and finalization of “Adapting to Rising Tides” effort.
- Caltrans staff working on prioritizing “next steps” with regard to the SR-37 stakeholder’s study.

Tasks to be Completed next Quarter

- Staff will continue monitoring and providing input on updates to the California Climate Adaptation Strategy and Climate Action Team Reports to the Governor and Legislature.
- Monitor and evaluate programs and projects in the draft 2013 RTP/SCS for their effectiveness in reducing GHG emissions.
- Staff, in partnership with the Bay Conservation and Development Commission and the Metropolitan Transportation Commission will discuss “next steps” following the completion of the transportation risk assessment pilot study.
- Staff will continue to review and monitor Planning and Programming documents to ensure consistency with the 2011 *Guidance on Incorporating Sea Level Rise*.
- Staff will continue to participate in BCDC’s “Adapting to Rising Tides” climate change risk, vulnerability and adaptation strategies analysis.
- Continue working with SR-37 key stakeholders on advancing some of the major State Route 37 issues.

Products

Estimated Completion Date

- | | |
|--|--------------|
| • 2011 Climate Action Team Report | TBD |
| • Transportation Risk Assessment Pilot Study | Completed |
| • Adapting to Rising Tides (ART) Study | Spring, 2013 |

CALIFORNIA DEPARTMENT OF TRANSPORTATION

PROGRAM SUBCATEGORY 7:
PUBLIC TRANSPORTATION

WORK ELEMENTS
Work Element 7.1 – State Funding for Transit and Intermodal Improvements
Work Element 7.2 – Federal Assistance for Public Transportation Projects in Non-Urbanized Areas
Work Element 7.3 – Park-and-Ride Program

Work Element 7.1 – State Funding for Transit & Intermodal Improvements

Percent of work completed: N/A

Not funded through the OWP process

Summary of the First Quarter (FY 12/13)

STIP, TCRP, State-Local Partnership Program (SLPP), and Propositions 1A and 116 transit capital grants to local agencies are managed through agreements between the State and local agencies that have received allocations from the California Transportation Commission (CTC). Most of these agreements in the Bay Area are developed and monitored by the District 4 State Transit Grants Branch.

During the first quarter, SLPP funds were allocated for the San Francisco Bay Area Rapid Transit District's Oakland Airport Connector and BART Warm Springs Extension Projects, the Sonoma-Marín Area Rail Transit District's Sonoma-Marín Area Rail Transit Project, and the Alameda Contra Costa Transit District's AC Transit Bus Procurement Project. Proposition 1A High Speed Rail Connectivity funds were allocated for the Peninsula Corridor Joint Powers Board's Caltrain Advanced Signal System/Positive Train Control Project and the San Francisco Municipal Transportation Agency's Central Subway Project. TCRP funds were allocated for the Santa Clara Valley Transportation Authority's BART to San Jose, TCRP Project 1.2, Phase 1 Project.

Work Element 7.2 – Federal Assistance for Public Transportation Projects in Non-Urbanized Areas
--

Percent of work completed: N/A

Not funded through the OWP process

Summary of the First Quarter (FY 2012/13)

Administered Federal Transit Administration Section 5311 Non-Urbanized Area Transit Grant Program including the Section 5311(f) Intercity Bus Program

- Currently managing fifteen 5311 and two 5311(f) Grants for transit capital and operating assistance.
- Closely work with HQ program staff on collecting reports, Bi-annual DBE & Annual Certification, Inventory Data, etc.
- Collected annual DBE Race-Neutral forms from agencies.
- Working with MTC to prepare POP.
- Assisted local agencies on prepare applications; amendment, and request for reimburse for Cycle 48, and 52 projects.
- Keeping MTC update on progress of projects.
- Updated spreadsheet for 5311.
- Updated spreadsheet for vehicles data for all agencies.
- Site visited Sonoma County Transit, City of Rio Vista and Napa County Transportation & Planning Agency.
- Site visited Livermore Amador Valley Transit Authority and Solano County Transit District.

Task to be completed next quarter

- Continue assist local agencies on prepare application and Request for Reimburse for Cycle 48, 52 and 5311 (f) projects.
- Update spreadsheet for 5311, 5311 (f), and ARRA Projects
- Update spreadsheet for vehicles data for all agencies
- Continue set up field visit and operation and vehicles inspection for agencies per 5311 requirement

Products

Estimated Completion Date

- | | |
|---------------------------|---------|
| • Section 5311 projects | Ongoing |
| • Section 5311(f) project | Ongoing |

Work Element 7.3 – Park-and-Ride Program

Percent of work completed: N/A

Not funded through the OWP process

Summary of the First Quarter (FY 12/13)

The Caltrans – District 4 Office of Traffic Systems manages the operations and coordinates maintenance of the district's Park-and-Ride lots.

- Provide program guidance and worked collaboratively with Caltrans Divisions to address locally funded construction and/or improvements at Pacheco, Alameda del Prado, Rudgear, and Wilder Park-and-Ride facilities.
- Continued collaborative work with Caltrans Maintenance Division, California Highway Patrol (CHP), locals, and facility patrons to address reports of chronic vandalism at Fruitvale Park-and-Ride Facility in Oakland, CA. Additionally, worked collaboratively with CHP to address enforcement concerns and improved striping at Spencer Park-and-Ride lot in Mill Valley, CA.
- Coordinated parking enforcement activities and lot repair with Caltrans Construction and Permits offices to address non-authorized construction contractor's use and damage of Park-and-Ride lots in Rohnert Park, Cotati, and Brookwood in Santa Rosa, CA.
- Completed 12+ annual inspections and other site reviews of Park-and-Ride facilities.
- 1st Quarter responded to Park-and-Ride 60+ public inquiries through toll free 1-800 phone# and recorded 5800+ webpage visits.

Ongoing Activities and Products

Estimated Completion Date

- | | |
|--|---------|
| • Coordinate enforcement of general parking guidelines at the Park-and-Ride lots. | Ongoing |
| • Coordinate general maintenance, major rehabilitation and improvements at the District 4 operated Park-and-Ride lots. | Ongoing |
| • Manage bike locker assignments and coordinate general maintenance of bike lockers at Park-and-Ride facilities. | Ongoing |
| • Perform annual inspections and volume surveys of Park-and-Ride Facilities and Bike Lockers. | Ongoing |
| • Provide Caltrans District 4 Park-and-Ride lot public information via a toll free 1-800 phone #. | Ongoing |
| • Review & process encroachment permits and non-rideshare requests for use of Park-and-Ride facilities. | Ongoing |
| • Facilitate Caltrans joint operations/maintenance partnerships with local jurisdictions, transit agencies, and /or private party to improve existing or develop new proposed Park-and-Ride facilities. | Ongoing |
| • Maintain D4- Park & Ride databases and prepare volume survey reports. | Ongoing |
| • Maintain website content dedicated to District 4's P&R facilities.
Website address:
http://www.dot.ca.gov/dist4/highwayops/parkandride/parkandride.htm .
Activities include improve webpage format and incorporate interactive user lot maps, pictures, directions, and transit trip planning tools. | Ongoing |

CALIFORNIA DEPARTMENT OF TRANSPORTATION

PROGRAM SUBCATEGORY 8:
COORDINATION OF STATE AND REGIONAL TRANSPORTATION
PLANNING PROCESS

WORK ELEMENTS
Work Element 8.1 – Traffic Operations System
Work Element 8.2 – Freeway Service Patrol
Work Element 8.3 – SMART Corridor Projects

Work Element 8.1 – Traffic Operations System

Percent of work completed: N/A

Not funded through the OWP process

Summary of the First Quarter (FY 12/13)

- Continued the development of a Traffic Operations System (TOS) Implementation Plan for the San Francisco Bay Area. The goal of the TOS is to use intelligent transportation systems, data/video acquisition systems, and telecommunication technologies to improve the safety and efficiency of the entire surface transportation system.
- Continued to work with MTC and the CMAs to obtain funding for needed TOS projects.
- Continued the prioritization for new TOS projects and repairs to existing TOS equipment.
- Continued to work on ramp metering activities on SB Route 680, between Stoneridge Drive and Route 237 in Alameda County and Santa Clara County.
- Continued to work on ramp metering activities on SB Route 280 in San Mateo County, between John Daly Blvd and Route 380.
- Continued to work on ramp metering activities on SB Route 280 in Santa Clara County, between Route 17/880 and Route 101.
- Continued to work on ramp metering implementation and activation on NB Route 280 in Santa Clara County, between Route 101 and Route 17/880.

Work Element 8.2 – Freeway Service Patrol
--

Percent of work completed: N/A

Not funded through the OWP process

Summary of the First Quarter (FY 12/13)

- Prepared approximately \$2,200,000 of tow contractor invoices for the months of July, August, and September of 2012.
- Integrated the next generation AVL / GIS system to Caltrans Tow Trucks/TMC Workstations.
- Integrated web based motorists' surveys.

Tasks to be Completed Next Quarter

- Explore future FSP savings/cost cutting measures.
- Continue to improve the data collection procedure.

Products

Estimated Completion Date

- | | |
|---|---------|
| • Participate at TAC meetings | ongoing |
| • Prepare monthly tow contractor invoices | ongoing |
| • Improve AVL system | ongoing |
| • Improve MRS system | ongoing |

Work Element 8.3 – SMART Corridor Project
--

Percent of work completed: N/A

Not funded through the OWP process

Summary of the First Quarter (FY 12/13)

- Participated on the SMART Corridors Task Force.
- Continued to participate in the development of the Alameda County SMART Corridor projects in the San Pablo Avenue and International Blvd/Hesperian corridors.
- Continued to work with Silicon Valley SMART Corridor initiatives.
- Continued to participate in the San Mateo County ITS Study, which may include a SMART Corridor for SR 82 (El Camino Real).

CALIFORNIA DEPARTMENT OF TRANSPORTATION

PROGRAM SUBCATEGORY 9:
OPERATIONS MANAGEMENT

WORK ELEMENTS
Work Element 9.1 – Regional Modeling Coordination Program
Work Element 9.2 – Data Management
Work Element 9.3 – Transportation Monitoring

Work Element 9.1 – Regional Modeling Coordination Program
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Percent of work completed: N/A

Not funded through the OWP process

Summary of the First Quarter (FY 12/13)

- The Regional Modeling Working Group is a sub-committee of The Bay Area Partnership made up of representatives from the Metropolitan Transportation Commission (MTC), the Association of Bay Area Governments (ABAG), the nine County Congestion Management Agencies (CMAs) in the region, and Caltrans, District 4. The Group is charged with assuring quality and consistency in regional and sub-regional transportation demand forecasting practices throughout the Bay Area. Presently, they are coordinating regional efforts to comply with SB 375 and other recent greenhouse gas legislations. As a major part of this effort, they are also coordinating the MTC's new activity based travel demand model and its effect on the Bay Area County's travel demand models.
- The group had its regularly scheduled monthly meetings this quarter.

Products	Estimated Completion
Date	
• Discuss how possible Sustainable Community Strategies will be modeled.	Ongoing
• Work toward coordinating existing County Models with new MTC Activity Based Model.	Ongoing
• Continue discussions of CMA and County Model updates.	Ongoing
• Participate in model consensus building efforts.	Ongoing
• Participate in discussions of uses for and integration of Census 2000 and 2010 data.	Ongoing

Work Element 9.2 – Data Management

Percent of work completed: N/A Not funded through the OWP process

Work Completed This Quarter: County STIP and SHOPP project location maps have been updated and posted on the D4 Office of System Planning Intranet site, and are available for viewing, printing and downloading. The District 4 post mile map is also available through links from this site. The web site continues to be modified to reflect changes in office workload and organization.

- Google Earth Enterprise software has been deployed and is available statewide. Various GIS data layers are being converted to KML/KMZ format and are available for downloading from the GIS Support Branch's web site. The GIS Support branch has been working with HQ OGIS to add additional data layers to the client program.
- The Statewide GIS Coordinator's Group now meets bi-monthly via telephone conference. No meetings were held this quarter.
- The Statewide COS GIS User Group (COSUG) meets bi-annually. No meetings were held this quarter. The next meeting is scheduled for some time in November.
- The Statewide Geospatial Data Management Committee (GDMC) has been meeting regularly over the past year. There were no meetings held this quarter due to travel restrictions, but a new committee is being formed to address geospatial data standards/guidelines for the Department.
- The Bay Area Regional GIS Committee was formed in April, 2002 to foster regional GIS coordination, identify and encourage data sharing opportunities and provide input to the California GIS Council (CGC). There were no meetings held this quarter.
- The afore-mentioned group has not met for some time, however, an invitation to form a new "Bay Area Transportation and Transit GIS User Group" was circulated. This group will hold its first meeting in October.
- The Bay Area Automated Mapping Association (BAAMA) held an educational meeting this quarter on September 27th. The topic was Conservation Mapping.
- No District GIS User Group meetings were held this quarter, but staff continue to work one-on-one with new and veteran GIS users in the District.
- GIS training, software upgrades, and data coordination efforts between HQ Office of GIS and the District continued throughout the quarter. New users also continue to take advantage of the on-line courses that are available.
- No training was held this quarter.

Tasks to be Completed Next Quarter:

- Move District GIS project files off support staff PCs and onto shared-access server. – done.
- Finish restructuring spatial data library for consistency with HQ structure format. – done.
- Continue efforts to develop a more efficient means of accessing, archiving and aggregating TOS and other data.
- Continue information sharing through regular GIS User Group meetings and via the website.
- Coordinate District GIS training, software installation, and data acquisition activities.
- Provide timely GIS demonstrations that benefit users.
- Continue participation in statewide GIS coordinator meetings.
- Continue data sharing efforts with local and regional partners.
- Continue to maintain Planning Office Web Site to provide access to Planning information and data.
- Continue converting GIS files to KML format and making them available on the intranet.
- Continue to maintain and update the interactive web-based mapping tool. Receive and respond to feedback.
- Develop a District 4 spatial data library reorganization and metadata development plan.

**Products
Date****Estimated Completion**

- | | |
|--|-------------|
| • Hold regular District GIS User Group meetings | Quarterly |
| • Attend statewide GIS User meetings | Bi-monthly |
| • Attend statewide COS GIS User meetings | Bi-annually |
| • Attend regional GIS User meetings | Quarterly |
| • Coordinate District GIS training, software, and data access | Ongoing |
| • Participate in data sharing efforts with local/regional partners | Ongoing |
| • Maintain Office Web Site and update content as needed | Ongoing |
| • Develop/Maintain/Update pilot ArcGIS Server site | Ongoing |
| • Continue finding and developing geospatial data access tools | Ongoing |

Work Element 9.3 – Transportation Monitoring

Percent of work completed: N/A

Not funded through the OWP process

Summary of the First Quarter (FY 12/13)

HOVL & Congestion Monitoring

- HOVL program collected data on the districts freeway data to be used for travel times, delays, and HOV time savings, volumes and violation rate during the morning and evening peak periods. Data is to be used in the annual HOV. Retrieving and analyzing PeMS data for congestion monitoring.

Traffic Volumes information for Census and Inventory

- Counted 13 permanent count stations to provide continuous hourly counts for each day of the quarter.
- Counted 85 of the District's Control Stations (376 total) and 164 of the District's ramps (3091 total) this quarter.
- Counted 21 Profile Point locations (521 total) this quarter. Profile points are count locations that enable an accurate interpolation of count data.
- Conducted 0 truck counts (543 locations total) this quarter sorting by number of axles. Each count takes six hours.
- Classified vehicles per FHWA type F scheme. Twelve classifications were completed.

Note: Total counts represent the number of locations to be covered in a 3-year count cycle.

Tasks to be Completed Next Quarter:

- Continue to Collect 2012 HOV data.
- Continue collecting Traffic Volumes information for Census and Inventory

Products

- *Highway Congestion Data for Mobility Performance Report
- *Annual HOV Report
- Traffic Volumes Book, Ramp Volumes Book and Truck Volumes Book

Estimated Completion Date: * As our available resources allow

METROPOLITAN TRANSPORTATION COMMISSION (MTC)

SUPPORT THE COMMISSION

PROGRAM CATEGORY 1110

WORK ELEMENT 1110: Commission and Advisory Committees

Major Tasks

- Support the Partnership Board
- Support Advisory Committees, including Tribal Government Coordination

Work Element 1113 – Support the Bay Partnership Board
--

			% of Budget
	Budget	Expenditure	Completed
Operating Expense			
MTC (Incl. Indirect Costs)	\$ 187,838	\$ 15,874	
Consultant	-	-	
Total	\$ 187,838	\$ 15,874	
Revenue			
FHWA (Using Toll Credit)	\$ 34,570	\$ 15,874	
General Fund/L.M.	108,495		
FTA §5303 (Using Toll Credit)	44,773		
Total	\$ 187,838	\$ 15,874	8.45%

Work During This Period:

The Partnership Board did not meet during the period.

The Partnership Technical Advisory Committee (PTAC) did not meet during the period.

The working groups of PTAC, which include the Transit Finance Working Group, Streets and Roads Committee, Programming and Delivery Working Group, met regularly during the 1st quarter. These groups focused on the following efforts: legislation, state budget, the OneBayArea Grant, the Coordinated Public Transit-Human Services Transportation Plan, the Quantitative PM Hot-Spot Analysis Requirements, TIP Revisions, and recommendations for FTA Formula Funds policy changes.

Work Expected Next Quarter:

The focus of the Partnership Board and the technical/working groups during the next quarter will be Plan Bay Area EIR Alternatives, OneBayArea Grant implementation, and Transit Sustainability Project implementation.

The next Partnership Board meeting is to be determined.

The next PTAC meeting is scheduled for November 19, 2012.

The next LSRWG meeting is scheduled for November 8, 2012.

The next TFWG meeting is scheduled for November 14, 2012.

The next PDWG meeting is scheduled for November 8, 2012.

Work Element 1114 – Support Advisory Committees, including Tribal Government Coordination
--

	Budget	Expenditure	% of Budget Completed
Operating Expense			
MTC (Incl. Indirect Costs)	\$ 275,758	\$ 40,812	
Consultant	-		
Total	\$ 275,758	\$ 40,812	
Revenue			
FHWA (Using Toll Credit)	\$ 50,000	\$ 40,812	
General Fund	200,758		
FTA §5303 (Using Toll Credit)	25,000		
Total	\$ 275,758	\$ 40,812	14.80%

The Policy Advisory Council met two times during the third quarter (the Council did not meet in August).

The Council's topics during the quarter included completion of their annual election of chair and vice chair, a review of the Draft 2013 Transportation Improvement Program (TIP) investment analysis, an update on the environmental justice analysis approach for the Regional Express Lane Network, an overview of the HUD Regional Sustainable Communities Planning Grant Initiative, and an overview of MTC's Climate Initiatives Program.

The Council's standing subcommittee on Equity and Access held one meeting during the quarter to get a briefing on the upcoming update to the Coordinated Public Transit-Human Services Transportation Plan.

In addition, the Equity and Access Subcommittee continued its work as part of the Regional Equity Working Group, meeting two times during the quarter (there was no meeting in August) to discuss and develop various elements of the Plan Bay Area Equity Analysis.

METROPOLITAN TRANSPORTATION COMMISSION (MTC)

SUPPORT THE COMMISSION

PROGRAM CATEGORY 1120

WORK ELEMENT 1120: Planning Emphasis Areas

Major Tasks

- Regional Transportation Plan
- Analyze Regional Data Using GIS and Travel Models
- Airport/Seaport/Freight Planning
- Non-Motorized Transportation Activities
- Performance Measurement :& Monitoring
- Implement Lifeline Transportation Program
- Support Title VI and Environmental Justice
- Transportation Conformity & Air Quality Planning
- MTC/ABAG Planning

1121 – Regional Transportation Plan

	Budget	Expenditure	% of Budget Completed
Operating Expense			
MTC (Incl. Indirect Costs)	\$ 610,721	\$ 135,869	
Consultant	200,000	48,790	
Total	\$ 810,721	\$ 184,659	
Revenue			
FHWA (Using Toll Credit)	\$ 350,000	\$ 135,869	
General Fund	360,721	48,790	
FTA §5303 (Using Toll Credit)	100,000		
Total	\$ 810,721	\$ 184,659	22.78%

MTC is required by federal statutes to prepare a long-range regional transportation plan as set forth in SAFETEA and detailed in 23 CFR Parts 450 and 500.

Senate Bill 375 (SB 375) requires metropolitan planning organizations (MPOs) such as MTC to develop a Sustainable Communities Strategy (SCS) – a new element of the regional transportation plan (RTP) – to strive to reach the greenhouse gas reduction targets set by the California Air Resources Board. Our 2013 RTP would be the first plan subject to SB 375. In the Bay Area, the SCS shall be developed in conjunction with the Association of Bay Area Governments (ABAG), as has been the historic practice for the land use assumptions of the RTP. The SCS adds three new elements to the RTP: (1) a land use component that identifies how the region could house the entire population of the region over the next eight and 20 years; (2) a discussion of resource and farmland areas to be protected; and (3) a demonstration of how the development pattern and the transportation network can work together to reduce GHG emissions.

In addition to preparing the long-range plan, MTC is also responsible for preparing the programmatic Environmental Impact Report for the Plan. This EIR will evaluate the potential environmental impacts of adopting and implementing the land use and transportation strategies reflected in the Plan. MTC and ABAG are responsible for jointly preparing and certifying this programmatic EIR prior to the Plan's adoption by the Commission and ABAG Executive Board. This Plan adoption is scheduled for spring/summer 2013.

MTC and ABAG, along with the Bay Conservation and Development Commission and Air Quality Management District, have been working together on the various elements of the 2013 RTP. The plan is expected to be approved by the Commission in spring/summer 2013.

Prepare RTP

Activity Last Quarter: MTC and ABAG have held meetings with the Policy Advisory Council, Regional Advisory Working Group, MTC Planning Committee, ABAG Administrative Committee, and Commission to discuss various elements of the 2013 RTP.

Specifically, MTC and ABAG developed the preferred land use strategy (which is referred to as the Jobs-Housing Connection Strategy) and preferred transportation investment strategy. In combination, these two

elements make up the Draft Project (or Draft Plan Bay Area), which was approved by the Commission and ABAG Executive Board in May 2012. In addition, MTC and ABAG developed a range of alternatives to the Draft Project for evaluation in the programmatic Plan Bay Area Environmental Impact Report (EIR). As part of the EIR process, MTC and ABAG held five public scoping meetings on the EIR during the June 2012/July 2012 time frame.

Anticipated Activity Next Quarter: MTC and ABAG will prepare the Draft Plan Bay Area document and the Draft Plan Bay Area EIR document. MTC and ABAG anticipate on releasing these draft documents for public review in early 2013

Schedule: Present – anticipated Plan adoption in spring/summer 2013

Work Element 1122 – Develop travel models and travel data
--

			% of Budget
	Budget	Expenditure	Completed
Operating Expense			
MTC (Incl. Indirect Costs)	\$ 1,920,979	\$ 394,976	
Consultant	575,000	22,244	
Total	\$ 2,495,979	\$ 417,220	
Revenue			
FHWA (Using Toll Credit)	\$ 1,775,000	\$ 394,656	
General Fund	32,979	20,340	
FTA §5303 (Using Toll Credit)	200,000		
STP CMA PL	338,000	-	
Local Funds	150,000	-	
HOV - (L.M.)		2,224	
Total	\$ 2,495,979	\$ 417,220	16.72%

Element 1122 includes the development and maintenance of travel demand models and the data needed to support them as well as geographical information system mapping and analytics and the data needed to support those efforts. In the past quarter, the travel modeling group has been focused on the following activities: coding and analyzing scenarios for the Plan Bay Area EIR; continuing work to improve our model's representation of space; performing sensitivity tests with the travel model; collecting and analyzing transit on-board data; analyzing Census data; analyzing household travel survey data collected by the state; and, other data analysis tasks.

During this past quarter, the geographical information systems group has continued work on the Bike Trip Planner web mapping application in preparation of the hand off of this tasks to consultants and building the MTC data portal, as well as supporting: the Environmental Justice analysis efforts; RTP Mapping and Analysis, TIP Mapping and Visualization, Emergency Operations Response data and web application development; Coordinating Base Map enhancements and data migration with Transit Operators and the 511 Transit/Traffic project team.

Travel Model Demand Development

MTC is working with a consultant to develop a new travel model. The contract includes tasks for model calibration, validation, testing, and peer review.

Activity Last Quarter: Sensitivity test documentation.

Anticipated Activity Next Quarter: Sensitivity test documentation review and modification.

Schedule: This project is about one year behind schedule.

Travel Model Supply Development

MTC is working with a consultant to develop a new representation of supply (i.e. streets, space, transit lines) for the travel model.

Activity Last Quarter: Development of representation of space and initial work on networks.

Anticipated Activity Next Quarter: Refinement of space and networks.

Schedule: This project is on schedule.

Work Element 1124 – Integrate MTS w/National & International Transportation Systems
--

			% of Budget
	Budget	Expenditure	Completed
Operating Expense			
MTC (Incl. Indirect Costs)	\$ 70,079	\$ 2,199	
Consultant	-		
Total	\$ 70,079	\$ 2,199	
Revenue			
General Fund	70,079	2,199	
Total	\$ 70,079	\$ 2,199	3.14%

Activity Last Quarter:

Staff will continue to review other work plan items. RAPC meetings are held quarterly, on the fourth Friday of the month. Currently, RAPC is in the process of updating its Regional Airport Systems Plan Analysis (RASPA) and may meet more frequently during this update and the meeting dates may move based on changes to the work schedule.

Regional Goods Movement

Activity Last Quarter:

1. The Program and Allocations Committee directed staff to work with the CTC and the Northern California Trade Coalition to fund high priority TCIF projects, and to work with CTC and affected Congestion Management Agencies to fund the potential CMIA projects

Anticipated Work Next Quarter:

1. Ongoing monitoring to ensure TCIF project advancement
2. Advance goods movement projects as needed for consideration in the federal stimulus program.

Monitor trends in seaport activity MTC and BCDC will continue to monitor seaport activity to assess future need for port priority designation.

Work Element 1125 – Non-motorized Transportation Activities
--

			% of Budget
	Budget	Expenditure	Completed
Operating Expense			
MTC (Incl. Indirect Costs)	\$ 82,110	\$ 7,283	
Consultant	50,000		
Total	\$ 132,110	\$ 7,283	
Revenue			
FHWA (Using Toll Credit)	\$ 60,000	\$ 7,092	
General Fund	32,110	191	
FTA §5303 (Using Toll Credit)	40,000		
Total	\$ 132,110	\$ 7,283	5.51%

The objective of this item is to promote non-motorized transportation safety and use. The item includes implementation of recommendations from the Regional Pedestrian Committee and MTC's Regional Bicycle Working Group.

Active Transportation Working Group

Activity Last Quarter: The Committee met in July last quarter. The Committee provided input on OneBay Area Grant, Complete Streets Policy development and MTC's Complete Streets Checklist.

During the quarter, staff continued to work with advocates, health professionals, Caltrans, FHWA, CHP and others to address pedestrian safety and mobility at the state level. Staff attended bicycle meetings at Caltrans offices in Oakland and Sacramento

Anticipated Activity Next Quarter: The Active Transportation Working Group will meet in November and January. They will continue to work to provide guidance for complete streets updates, Plan Bay Area scenarios and the One Bay Area Grant program.

Schedule: On Schedule

Consultant Contract

Bicycle and Pedestrian Evaluation

Objective: Collect bicycle and pedestrian activity data at select intersections and evaluate the Safe Routes to Transit program.

Progress: Data collection on the Safe Routes to Transit program is being collected. Bicycle and pedestrian counts are being conducted at 150 locations around the Bay Area.

Status: The project is expected to continue next quarter.

Work Element 1212 – Performance Measure & Monitoring

			% of Budget
	Budget	Expenditure	Completed
Operating Expense			
MTC (Incl. Indirect Costs)	\$ 463,184	\$ 57,166	
Consultant	-	-	
Total	\$ 463,184	\$ 57,166	
Revenue			
FHWA (Using Toll Credit)	\$ 200,000	\$ 57,166	
General Fund	63,184		
FTA §5303 (Using Toll Credit)	200,000		
Total	\$ 463,184	\$ 57,166	12.34%

This task involves working with Bay Area partners and other stakeholders to identify transportation system performance measures for use in long-range planning and monitoring performance of the MTS from the customer's perspective.

The first area of work under this item is the use of performance measures to evaluate projects in the long-range regional transportation plan. Performance measures were applied in the 2001 RTP, Transportation 2030, Transportation 2035, and Plan Bay Area. Performance assessment has been undertaken at both the scenario and project levels, supporting development of preferred transportation investment strategies.

The second major area of work under this item is development of the annual *State of the System Report*. The report series, first published in 2002, includes measures of transportation system performance for transportation modes from the user's perspective. MTC staff collects count and freeway congestion data, assemble performance data from other agencies, and release performance data to the media, partners and the public. In addition to assembling all the data in a State of the System compendium, MTC envisions periodically releasing certain data of particular interest so that this information is available to the public in a more timely fashion. A major work area under this work element is collection of freeway congestion data.

Consultant Contracts

SCS/RTP Performance Assessment and Project-Level Evaluations

Objective: Assist MTC staff to assess performance in the SCS/RTP. **Progress:** The Consultant continues to work on the economic impact analysis white paper, which will highlight areas in which Plan Bay Area will impact the region's economy. These include state of good repair, road pricing, housing policy, industry agglomeration, and goods movement. This work will not only provide more details on Plan Bay Area, but it will also set the stage for improved economic analysis in the next RTP/SCS. In addition, the Consultant's work on the benefit-cost assessment methodology has been mostly incorporated into the performance assessment documentation by MTC staff; this document is slated for release at the end of 2012. **Status:** This project is on time and within budget.

Work Element 1311 – Implement Lifeline Transportation Program

			% of Budget
	Budget	Expenditure	Completed
Operating Expense			
MTC (Incl. Indirect Costs)	\$ 173,017	\$ 45,656	
Consultant	-		
Total	\$ 173,017	\$ 45,656	
Revenue			
FHWA (Using Toll Credit)	\$ 100,000	\$ 45,516	
General Fund/L.M.	73,017	140	
Total	\$ 173,017	\$ 45,656	26.39%

Community-Based Planning Program

Objective: The goal of the Community-based Transportation Planning Program (CBTP) is to advance the findings of the Lifeline Transportation Network Report included in the 2001 Regional Transportation Plan. The Lifeline report identified transit needs in economically disadvantaged communities throughout the San Francisco Bay Area and recommended community-based planning as a first step in addressing them. MTC has approved funding for the completion of CBTPs in all 41 low-income communities of concern in the region, which are overseen by county Congestion Management Agencies (CMAs).

Progress:

- Staff continues to monitor, provide administrative support for, and participate in planning efforts related to the Community Based Planning program.
- Plans were recently completed in the South San Francisco/San Bruno communities of concern (February 2012), San Francisco South of Market neighborhood (March 2012), and East Fairfield (June 2012).
- Planning processes are underway in Santa Clara County, and have been initiated in San Francisco. Staff is working with CMA staff to initiate planning for remaining communities of concern in Contra Costa, San Francisco and Santa Clara counties.
- In June 2012, MTC approved additional funding to update plans for CMAs who identified updates to older plans as a priority need.

Status: The project remains within budget.

Anticipated Activity Next Quarter:

- Staff will continue monitoring plans underway and engage new plans as CMA staff are able to initiate them, including new plans in Contra Costa San Francisco, and Santa Clara counties.
- Staff will work with CMA staff to identify planning areas for Plan updates within their counties and provide technical assistance.

2. Lifeline Transportation Program

Objective: Support programs and projects that result in improved mobility for low-income residents of the nine San Francisco Bay Area counties. Develop and support activities through a collaborative and inclusive planning process.

Progress:

- Staff continues to support development of projects from Community Based Transportation Plans and other local planning documents.

Status: The project is on time and within budget.

Anticipated Activity Next Quarter:

- Staff will continue to monitor the first and second-cycle programs and provide required reports on program activities.
- Staff will continue to work toward implementing recommendations made by the Lifeline Transportation Program Evaluation to improve program functionality and results.

3. Lifeline Transportation Program Call for Projects

Objective: To develop a program of projects that result in improved mobility for low-income residents of the nine San Francisco Bay Area Counties that are locally identified, prioritized, and evaluated.

Progress:

- A call for projects for a Third Cycle of funding was released in December 2011
- County Lifeline Program Administrators submitted locally approved programs of projects to MTC for review and approval. MTC approved the Third Cycle Program of Projects for eight of nine counties in June 2012.
- Staff provided technical support and assistance to county program administrators on program and project eligibility and meeting program guidelines in their local calls for projects.

Status: The project is expected to be completed in December 2012.

Anticipated Activity Next Quarter:

- Staff will continue providing technical support and assistance to local program administrators in local programming activities consistent with MTC program guidelines.
- MTC staff will continue to work on outstanding funding issues in the Third Cycle Program of Projects, including unprogrammed balances.

4. Support strategies outlined in the Coordinated Public Transit Human Services Transportation Plan

Objective: To promote information sharing among the region's social service and transportation providers responsible to plan for and fund service improvements for low-income communities, seniors, and persons with disabilities, and ensure that Lifeline and other funded projects are consistent with the Coordinated Public Transit-Human Services Transportation Plan as required.

Progress:

- The Regional Mobility Management Group, which MTC staff supports by promoting information sharing, attending meetings, and reserving meeting space, continues to meet bimonthly, and met in July and September at MTC.
- MTC staff certified that projects included in FTA JARC and New Freedom grants were derived from the Coordinated Plan.

Status: The project is on time and within budget.

Anticipated Activity Next Quarter:

- Additional meetings of the mobility management group are scheduled for the next quarter, at MTC and perhaps other locations.
- Future grants for JARC and New Freedom funds submitted to FTA by MTC will be certified as being derived from the Coordinated Plan.

5. Update Coordinated Public Transit Human Services Transportation Plan

Objective: Complete an update to the region's Coordinated Public Transit-Human Services Transportation Plan, first adopted in 2007.

Progress:

- In June, MTC retained a consultant to assist with specific tasks related to the Coordinated Public Transit-Human Services Transportation Plan update. These tasks, including updated demographic research and a survey of public and private human services transportation providers, were substantially completed in August.
- MTC staff is carrying out other aspects of the Plan update internally in consultation with a variety of public and private agencies and stakeholders. In September, MTC staff conducted outreach to a variety of transportation providers and stakeholder and advisory groups to obtain input on key transportation gaps and possible priority solutions for consideration in the Plan update.

Status: This project is within budget and expected to continue through February 2013.

Anticipated Activity Next Quarter:

- Staff will continue work on the Coordinated Plan Update in consultation with key stakeholders, compiling completed tasks and preparing the draft plan update document for public review and comment beginning in early 2013.

Work Element 1312 – Support Title VI and Environmental Justice

			% of Budget
	Budget	Expenditure	Completed
Operating Expense			
MTC (Incl. Indirect Costs)	\$ 192,135	\$ 24,472	
Consultant	-	-	
Total	\$ 192,135	\$ 24,472	
Revenue			
FHWA (Using Toll Credit)	\$ 100,000	\$ 24,472	
General Fund/L.M.	92,135		
Total	\$ 192,135	\$ 24,472	12.74%

Environmental Justice:

MTC's work to ensure compliance with the goals of Title VI is in part guided by two environmental justice principles adopted by the Commission in March 2006, as recommended by MTC's Minority Citizens Advisory Committee (MCAC)¹, and members of the Bay Area Partnership:

Principle #1 – Create an open and transparent public participation process that empowers low-income communities and communities of color to participate in decision making that affects them.

Principle #2 – Collect accurate and current data essential to understanding the presence and extent of inequities in transportation funding based on race and income.

In furtherance of these principles, MTC continues to pursue major efforts to assure that MTC's planning and programming activities are nondiscriminatory and involve a wide range of stakeholders.

In June 2012, FHWA released updated guidance on Environmental Justice based on the revised DOT Order release in March 2012. MTC staff is reviewing this guidance to ensure agency activities continue to be consistent with federal guidance to assist the Department in fulfilling its Environmental Justice mission.

In August 2012, the Federal Transit Administration (FTA) issued a new Environmental Justice Circular. As with the FHWA guidance above, MTC staff is reviewing this guidance to ensure agency activities continue to be consistent with the guidance to fulfill the Environmental Justice mission.

Anticipated activity next quarter: Staff will review FTA's updated Environmental Justice circular released in August 2012 and ensure agency policies and activities continue to be consistent with federal guidance.

Support Title VI:

The FTA issued a new Title VI Circular on August 28, 2012. MTC hosted the briefing session held by the FTA on the new Title VI and Environmental Justice Circulars on September 28, 2012. MTC Staff will review the new Circular to ensure that it is in compliance with the new requirements.

¹ MTC converted MCAC to Policy Advisory Council in November 2009 (Resolution No. 3931).

Beneficiary Notifications: MTC informs members of the public of their rights under Title VI in a number of ways, including notification on MTC's website and in MTC's Library, which is open to the public. MTC incorporates notice of the availability of language assistance into its existing outreach materials. A similar notice is posted at the reception desk, in the MTC Library and at MTC meetings and workshops. For special projects, such as the region's long-range transportation plan, MTC works with community-based organizations and other stakeholders to inform LEP individuals of available services, including the availability of language assistance services. MTC also uses notices in local newspapers in languages other than English as well as providing notices on non-English-language radio and television stations about the available language assistance services and how to get them. Please visit http://www.mtc.ca.gov/get_involved/lep.htm for a sampling of information provided.

Limited English Proficient (LEP) Persons: In September 2010, the Commission adopted its *Plan for Special Language Services to Limited English Proficient (LEP) Populations*. It documents the various services and procedures that MTC has in place to assist persons with limited proficiency in the English language. The Plan for *Special Language Services to Limited English Proficient (LEP) Populations* can be viewed at: http://www.mtc.ca.gov/get_involved/lep.htm

Public Participation Plan (PPP): MTC's Final 2010 Public Participation Plan was adopted by the Commission on December 15, 2010. The PPP can be viewed at: http://www.mtc.ca.gov/get_involved/participation_plan.htm

Outreach related to the 2013 Sustainable Communities Strategy/Regional Transportation Plan (SCS/RTP): Within the limits of available funding, public engagement efforts for the SCS and the RTP will include:

- Public workshops in all nine Bay Area counties;
- Grants to community non-profit organizations in communities of concern for assistance in engaging their residents;
- Use of more visuals (such as charts, icons or other graphic elements) as well as computer simulation at public workshops to depict alternatives under consideration;
- Specialized focus groups;
- A statistically relevant public opinion poll (also available in languages other than English);
- A single Web site for current updates on the SCS (also accessible from the Web sites of the regional agencies);
- Interactive Web polls, kiosks, surveys, etc.;
- Maintenance of a database to keep participants notified (via e-mail or U.S. mail) of activities throughout the multi-year process; and
- Use of techniques to involve the public, including low-income communities and communities of color.

Equity Analysis of Regional Transportation Plan/Sustainable Communities Strategy:

Staff continues to engage a Regional Equity Working Group that combines members from the Regional Advisory Working Group and MTC's Policy Advisory Council Equity and Access Subcommittee. The purpose of this group is to assist the regional agencies in identifying equity issues, an analysis framework, and supportive policies that can add value to the process and/or address identified issues.

The group will continue to meet monthly throughout 2012 with the goal advising staff in delivering an Equity Analysis of the Draft RTP/SCS that satisfies Title VI/EJ requirements for the metropolitan planning process. The group is also advising staff on supportive policies and strategies to ensure equitable and non-discriminatory implementation of the Plan following its anticipated adoption in 2013.

In May 2012, MTC released an equity analysis of the draft Preferred Scenario for Plan Bay Area using the framework developed in concert with the Regional Equity Working Group. Working Group members reviewed the draft equity analysis results with staff and provided feedback prior to the results being presented to the Joint MTC Planning/ABAG Administrative Committee in May.

Staff continues to disseminate demographic/socioeconomic data for communities of concern related to both the Snapshot Analysis and the development of Plan Bay Area and encourage its use by local agencies.

In September, staff disseminated a draft list of 35 distinct communities of concern in eight counties. These communities will become final in their definition with the adoption of Plan Bay Area in 2013.

In October, MTC staff sought input from the Equity Working Group on a methodology to analyze Plan Bay Area financial investments for equity and environmental justice implications. This framework may also be applied to future Title VI analysis work per the new FTA Title VI Circular.

Anticipated activity next quarter: Staff anticipates conducting another round of Equity Analysis across the scenarios being developed for the Plan Bay Area Draft Environmental Impact Report. Staff will present these results to the Equity Working Group for review and comment.

Equity Analysis of Clippersm fare payment system transition:

In February 2010, MTC adopted Resolution No. 3866. This resolution mandated that those transit agencies participating in Clipper[®] would need to transition pre-paid paper fare media to be Clipper[®]-only. After its adoption, MTC secured a consultant to conduct assessments of the Title VI impacts of each of these fare media transitions. The firm of Milligan and Company (through a sub-consulting arrangement under the Clipper[®] Technical Advisor Contractor) was selected to perform this assessment.

Beginning in May 2010, Milligan worked with the five transit operators for which fare media transitions were specified in Res. 3866 – AC Transit, BART, Caltrain, GGBHTD, and SFMTA – to gather demographic data and relevant information about their various fare products. Milligan also relied on MTC data on transit ridership in preparing its assessment. Milligan organized the analysis of the 30 fare products into 17 assessment reports. Once the individual reports were completed, staff consolidated them into a summary report and added a discussion of MTC's general initiatives to ensure equitable access to Clipper[®]. The draft *Final Clipper[®] Title VI Summary Report* was released for public comment, the deadline for written comments was December 22, 2011.

MTC and transit agency staff have undertaken a number of initiatives to ensure that Title VI-protected persons have equitable access to Clipper program benefits and services, including:

1) Customer Education – Conducted multiple and ongoing media campaigns in Chinese and Spanish advertising venues and vehicles; 2) Outreach – Held over 800 outreach events in coordination with the transit operators, as well as worked with Community Based Organizations to identify specific community needs; 3) Customer Service – Enhanced multi-lingual capabilities at the Clipper Service Bureau; 4) Card Distribution/Retailer Presence – Offered incentives to the Clipper Contractor to ensure sufficient retailer coverage in communities of predominately low-income and minority residents; and 5) Card fee – The \$5 card fee has been waived since June 2010.

Milligan's analysis indicated that six of the 30 fare media transitions yielded findings of potential disparate impact on persons protected by Title VI. These findings were based on an analysis of demographic data indicating that minority and low-income patrons use these six fare products at a disproportionately higher rate compared to non-minority and higher income patrons, and therefore are

potentially more severely impacted by their transition to Clipper[®]-only availability. Table 1 also lists the mitigation actions MTC and the transit operators have undertaken to address these potential impacts.

While MTC and the transit operators have taken a number of steps to ensure that Clipper[®] is accessible to all Bay Area transit patrons, MTC staff continues to work on the following mitigation activities: 1) Conduct outreach and customer education, with a multi-lingual, multi-cultural emphasis; 2) Perform ongoing analysis and discussions with the Clipper[®] Contractor to monitor status of Clipper vendors and adjust locations, as appropriate; 3) Monitor discount card enrollment opportunities and adjust as appropriate; and 4) Propose a card fee policy to mitigate impacts on low-income and minority customers, while addressing Clipper[®] operational needs.

In October 2011, staff presented the report findings to the Policy Advisory Council to get their input on the proposed approaches for public participation. Staff also worked with community-based organizations (CBOs) and consultants to conduct 12 community meetings from November to December 2011. These meetings were held to get feedback from low-income communities, communities of color, and persons with limited English proficiency on the proposed mitigation strategies for the Clipper[®] program, as well as on our general outreach strategy. Additional information on the public participation process for the *Draft Clipper[®] Title VI Summary Report* can be found in Part III.B of the *Final Clipper[®] Title VI Summary Report*.

Activities undertaken since October 2011 include:

- the San Mateo County Transit District (SamTrans) and Santa Clara Valley Transportation Authority (VTA) Title VI equity analyses;
- the public participation process MTC undertook to get public input on the Title VI equity analyses;
- additional mitigations of potential disparate impacts of the Clipper[®] transitions; and
- the issuance of the *Final Clipper[®] Title VI Summary Report*.

The SamTrans and VTA analyses performed by MTC staff analyzed ten fare media transitions and found no potential disparate impacts for seven of them. These findings were based on analyses of demographic data indicating that minority and low-income patrons use these ten fare products at a disproportionately higher rate compared to non-minority and higher income patrons, and therefore are potentially more severely impacted by their transition to Clipper[®]-only availability. The areas where potential disparate impacts were found are: 1) geographic distribution of retailer locations (SamTrans); 2) access to enrollment of youth cards (SamTrans and VTA); and 3) access to senior cards (SamTrans.)

The *SamTrans Fare Media Transitions to Clipper[®] - Title VI Analysis* and *VTA Fare Media Transitions to Clipper[®] - Title VI Analysis* are Appendices I and J to the *Final Clipper[®] Title VI Summary Report*. The SamTrans and VTA assessments were posted on the MTC website on April 2, 2012 for public review. The deadline for written comments for the draft SamTrans and VTA reports was May 2, 2012.

Based on the findings of the *Draft Clipper[®] Title VI Summary Report*, public comments received in response to the *Draft Clipper[®] Title VI Summary Report*, and MTC's SamTrans and VTA analyses, MTC staff proposed to undertake the following mitigation activities to ensure equitable access to the Clipper[®] program:

- Based on public input received in focus groups, establish a process that enables youths (or their parents/guardians) and seniors to apply for Clipper[®] cards by mail or e-mail.
- Explore accepting additional forms of documentation that indicate a youth's age, or other methods by which youths can prove their eligibility for a youth Clipper[®] card.
 - MTC previously proposed a \$3 Clipper card fee with a \$2 minimum load, rather than the previous

\$5 fee, but based on public comments that this was too confusing, MTC will instead institute a Clipper® card fee of \$3, effective September 1, 2012.

- Based on public comment, eliminate the \$5 minimum load requirement (which was in effect while the card fee was waived) for customers acquiring new cards, effective September 1, 2012.
- Based on a Title VI complaint, establish consistent \$5 Clipper® card and balance replacement fee for all customers at all locations.
- Actively monitor the overall Clipper® retailer network to ensure adequate geographic coverage, particularly for minority and low-income individuals, and perform ongoing analyses to monitor status of Clipper® vendors and adjust locations, as appropriate, in order to ensure comprehensive geographic coverage.
- Provide Clipper® information materials at MTC-sponsored public meetings, and based on relationships built during the Clipper implementation and public participation phases, engage in partnership arrangements with CBOs, through which the CBOs will provide Clipper® information to their constituents.

In order to more easily identify the changes between the *Draft Clipper® Title VI Summary Report* and the *Final Clipper® Title VI Summary Report*, all of the substantive revisions or additions to draft Final Report are either inserted into the report as “Final Report Supplements” or attached as appendices.

Staff presented the *Draft Final Clipper® Summary Report* to the Policy Advisory Council in May 2012, to get Policy Advisory Council input prior to seeking and receiving approval of the *Final Clipper® Summary Report* by the MTC Operations Committee and MTC Commission in June 2012.

JARC and New Freedom:

MTC includes the following language in all contracts with subrecipients of JARC and New Freedom programs: “Recipient agrees to comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (47 U.S.C. § 2000(d)) and the regulations of the Department of Transportation issued thereunder (49 CFR Part 21).”

MTC continues to monitor and provide assistance to subrecipients as enumerated below:

- **Monitoring:** The Program Management Plan (PMP) was revised in December 2010. The revised PMP clarifies requirements for Title VI reporting, complaint procedures and investigation, and LEP provisions for non-grantee sponsors as well as MTC’s proposed frequency of monitoring. The revised PMP also clarifies that direct recipient transit operators will be responsible through the Supplemental Agreement for their own compliance with Title VI and other reporting. A copy of project reporting will be requested by MTC. The revised PMP can be viewed at: http://www.mtc.ca.gov/funding/JARC-New_Freedom/PMP_5316-JARC_and_5317-New_Freedom_2010-11-12.pdf
- MTC held a workshop on April 12, 2011, to provide subrecipients with information on Title VI and other federal requirements.
- MTC will continue to monitor and assist subrecipients to ensure compliance with Title VI and other federal requirements.
- On November 18, 2011, MTC sent a letter to subrecipients requesting that they in accordance with PMP requirements provide MTC with a signed copy of the FY 2012 FTA Certifications and Assurances. MTC will hold a workshop on November 5, 2012, to inform subrecipients of the new Title VI requirements effective October 1, 2012, and to assist subrecipients on compliance with Title VI and other grant and federal requirements.

Cycle 2 OneBayArea Grant (OBAG) Program:

MTC has delegated OneBayArea Grant (OBAG) project selection to the nine Bay Area Congestion Management Agencies (CMAs) as they are best suited for this role because of their existing relationships with local jurisdictions, elected officials, transit agencies, community organizations and stakeholders, and members of the public within their respective counties. In order to meet federal requirements that accompany the decision-making process regarding federal transportation funding, MTC expects the CMAs to plan and execute an effective public outreach and local engagement process to solicit candidate projects to be submitted to MTC for consideration for inclusion in the Cycle 2 One Bay Area Grant Program. CMAs will also serve as the main point of contact for local sponsoring agencies and members of the public submitting projects for consideration for inclusion in the 2013 Transportation Improvement Program.

CMAs will conduct a transparent process for the Call for Projects while complying with federal regulations by carrying out the following activities:

1. Public Involvement and Outreach
 - Conduct countywide outreach to stakeholders and the public to solicit project ideas. CMAs
 - Document the outreach effort undertaken for the local call for projects.
2. Agency Coordination
 - Work closely with local jurisdictions, transit agencies, MTC, Caltrans, federally recognized tribal governments, and stakeholders to identify projects for consideration in the OBAG Program.
3. Title VI Responsibilities
 - Ensure the public involvement process provides underserved communities access to the project submittal process as in compliance with Title VI of the Civil Rights Act of 1964.

MTC will an informational workshop on November 5, 2012, to inform the CMA's about the requirements for compliance with federal planning regulations, outreach, agency coordination and Title VI. This meeting will be an opportunity for MTC and the CMA's to exchange information, discuss best practices and answer any questions.

Title VI Working Group:

Staff has taken the lead on establishing a Title VI working group, comprising transportation agency staff from around the country. The Title VI working group held its last quarterly meeting on March 9, 2012, and the Title VI Regional Working Group on April 26, 2012. The next Title VI working group meeting is scheduled for November 5, 2012. The Title VI working group includes several transit agencies and Metropolitan Planning Organizations (MPO) from across the country, including BART, SFMTA, Washington Metropolitan Area Transit Authority, and the San Diego Association of Governments (SANDAG).

Title VI Review:

On September 19, 20 and 21, 2011, the Federal Transit Administration (FTA) conducted an on-site Title VI Compliance Review ("Review") of MTC. The Review focused on MTC's compliance with the General Reporting Requirements and the Program-Specific Requirements. FTA's formal report on the review findings was received by MTC on April 12, 2012. In summary, no deficiencies were identified in nine of the fourteen areas reviewed. MTC has already taken corrective action to address three of the deficiencies and has until June 12, 2012, to close the remaining corrective actions.

The two remaining Title VI deficiencies identified by the FTA are:

1. Language access to persons with Limited English Proficiency (LEP) including expanding existing analysis providing training to staff and revisions to MTC's Title VI complaint form.
2. Equity Analysis of Fare and Service Changes related to Clipper.

To address the LEP deficiency MTC has already revised the complaint form (see http://www.mtc.ca.gov/get_involved/rights/title_VI.htm) and created a Title VI training program for staff.

The Review requires MTC to expand on its adopted language assistance plan and directs MTC to conduct further analysis related to Factors 2, 3, and 4 of the current plan, which are based on the U.S. Department of Transportation's LEP guidance. MTC issued a Request for Qualification (RFQ) for Language Plan Assistance on August 3, 2012. Five responsive proposals were received from: Jungle Communications, Katz and Associates, Language Training Center, MIG, Inc. and W-Trans. Approval of the contract resultant of the RFQ is pending, subject to the result of a review of a selection dispute.

After the Language Assistance Plan Consultant is selected MTC staff will work with the Consultant to revise the LAP as necessary. The Revised LAP will then be released for public comment; revised based on public input, and then formally adopted.

As reported separately above MTC has already taken substantial steps to address the Analysis of Fare and Service Changes related to Clipper. Those steps are detailed in the *Final Clipper® Title VI Summary Report*. Additionally, as required per the Review, MTC submitted a Quarterly Clipper® Title VI Status Report to the FTA on September 12, 2012.

Recently Completed Work Products:

- FTA Title VI Compliance Review (September 2011)
- Assisted/Co-Hosted the FTA with Informational Session on proposed new circulars for Environmental Justice and Title VI (November 14, 2011)
- Submitted comments to the FTA on the proposed new circulars on EJ and Title VI (December 2, 2011)
- Equity Analysis of Plan Bay Area Alternative Scenarios (December 9, 2011)
- Equity Analysis of Plan Bay Area Draft Preferred Scenario (May 11, 2012)
- Mandatory Title VI / LEP Training for MTC Staff (issued to staff on April 17, 2012)
- Hosted the briefing session held by the FTA on the new Title VI and Environmental Justice Circulars (held on September 28, 2012).

Ongoing tasks:

- Develop and implement public outreach activities for regional transportation plans that engage EJ communities.
- Continue to prepare Title VI reviews.
- Continue to coordinate and oversee activities related to the New Freedom and Lifeline Transportation Program.
- Continue to work with Policy Advisory Council, the Bay Area Partnership, and the RTP/SCS Equity Working Group on actions that will advance environmental justice in the region.
- Continue to meet with the Title VI working groups on a quarterly basis.

Work Element 1412 – Air Quality Conformity

	Budget	Expenditure	% of Budget Completed
Operating Expense			
MTC (Incl. Indirect Costs)	\$ 352,888	\$ 26,058	
Consultant	200,000		
Total	\$ 552,888	\$ 26,058	
Revenue			
FHWA (Using Toll Credit)	\$ 150,000	24,930	
FTA §5303 (Using Toll Credit)	20,000		
General Fund /L.M.	382,888	1,128	
CMAQ			
Total	\$ 552,888	\$ 26,058	4.71%

This work element ensures that the Commission is in compliance with federal and state clean air acts in the context of developing and approving long-range regional transportation plans (RTP) and transportation improvement programs (TIP).

Prepare air quality conformity analysis

An air quality conformity finding is required when MTC updates its long-range regional transportation plan (RTP), or adds or deletes regionally significant projects in the TIP.

Under SAFETEA, conformity determinations on updated plans and programs must be done at least every four years, or more frequently under certain circumstances. Updates to the TIP may occur more frequently, and will be accompanied by a conformity analysis as required.

MTC staff previously prepared a conformity analysis for the Transportation 2035 Plan and 2011 Transportation Improvement Program. Based on the conformity analysis, the Commission made a conformity determination that found that both the Plan and TIP conform to the latest applicable federal air quality standards and implementation plans. The Commission took this action on October 27, 2010.

MTC staff recently prepared a conformity analysis for the 2012 Transportation Improvement Program. The Draft Conformity Analysis was released for an over 30-day public comment in June 2012, and a public hearing was held before MTC's Programming & Allocations Committee in July 2012. At its September 12, 2012 regularly scheduled meeting, MTC's Programming and Allocations Committee will consider public comments received. MTC is scheduled to approve the Final 2013 TIP and Final Conformity Analysis on September 26, 2012, during its regularly scheduled Commission meeting. Once approved by the Commission, the Final Conformity Analysis will be forwarded to USDOT for its joint review and approval of MTC's conformity determination. Federal approval is expected in December 2012.

Activity Last Quarter: MTC staff addressed conformity issues as they rose.

Anticipated Activity Next Quarter: MTC staff will continue to address conformity issues and prepare the appropriate conformity analysis for the RTP and TIP, as needed.

Schedule: To be determined.

Convene Air Quality Conformity Task Force

MTC consults on the preparation of the RTP and TIP conformity analysis and other conformity related issues with the Bay Area's Air Quality Conformity Task Force. The Task Force is comprised of representatives from U.S. EPA, ARB, FHWA, FTA, Caltrans, MTC, BAAQMD, ABAG, the nine county Congestion Management Agencies, and Bay Area transit operators. The meetings are open to the public and are regularly attended by interested members of the public.

The Conformity Task Force has and will continue to discuss regional conformity issues for the Plan and TIP, and due to the new PM2.5 project-level conformity requirements, the Conformity Task Force will continue its new role in conducting consultations on PM2.5 project conformity.

Activity Last Quarter: Meetings of the Conformity Task Force

Anticipated Activity Next Quarter: Ongoing meetings of the Conformity Task Force

Schedule: MTC will convene the Air Quality Conformity Task Force as needed.

Assist BAAQMD in Preparing the 2010 Bay Area Clean Air Plan

In 2005, the BAAQMD (Air District), in cooperation with MTC and ABAG, prepared the Bay Area 2005 Ozone Strategy to address the State 1-hour ozone standard and show how the region will reduce transport of ozone and ozone precursors to neighboring air basins. MTC and BAAQMD staff worked to develop and refine the State Transportation Control Measures (TCMs) descriptions, emissions calculations, and cost-effectiveness analyses. The Air District approved the Proposed Final Bay Area 2005 Ozone Strategy on January 4, 2005.

An update to the Bay Area 2005 Ozone Strategy is overdue. After an over two year planning effort, at a public hearing on September 15, 2010, the Air District Board of Directors adopted the final Bay Area 2010 Clean Air Plan (CAP), and certified the Final Environmental Impact Report on the CAP. MTC had helped to prepare the Transportation Control Measures (TCMs) for the CAP.

Activity Last Quarter: The BAAQMD concluded the CAP planning effort and adopted the CAP in September 2010.

Anticipated Activity Next Quarter: N/A

Schedule: Completed.

Federal 8-Hour Ozone Attainment Plan

U.S. EPA issued the first phase of its rule to implement the 8-hour ozone standard on April 2004. At the same time, EPA also designated 8-hour ozone designations for all areas of the country, and revoked the 1-hour ozone standard for an area 1 year following the effective date of the area's designation. The 1-hour standard was revoked on

In April 2004 the Bay Area was designated as "marginal" nonattainment for the new federal eight-hour ozone standard with an attainment date of June 15, 2007 (see Federal Register, April 30, 2004 - pages 23857-23951). An attainment plan is not required for "marginal" nonattainment areas. Air quality data through 2006 indicate that the Bay Area attained the federal eight-hour ozone standard by the attainment date. CARB prepared a statewide update for all carbon monoxide maintenance plans and submitted this to EPA in November 2004. EPA approved the 2004 Revision to the California SIP for carbon monoxide in November 2005 (see Federal Register, November 30, 2005 - pages 71776-71789).

US EPA lowered the national 8-hour ozone standard from 0.80 to 0.75 PPM effective May 27, 2008. EPA will issue final designations based upon the new 0.75 PPM ozone standard in 2013.

Activity Last Quarter: None.

Anticipated Activity Next Quarter: To be determined.

Schedule: To be determined.

Develop motor vehicle emissions inventory for EMFAC updates

CARB prepares updates to the State's emissions inventory and motor vehicle emissions model, which is used to support SIP development. MTC submitted to CARB updated transportation activity data from the air quality conformity analysis for the Transportation 2030 Plan and 2005 TIP, as amended by Amendment #05-05. As needed, MTC will assist CARB to finalize the motor vehicle emissions inventory for the Bay Area.

MTC staff continues to work with CARB on the updates to the EMFAC model. MTC is currently using the latest model – EMFAC2007. CARB released EMFAC2011 in fall 2011. MTC will begin to use EMFAC2011 for the conformity analysis and other related air plans.

Activity Last Quarter: MTC staff continues to work with CARB on the latest emissions model.

Anticipated Activity Next Quarter: To be determined.

Schedule: To be determined.

PM2.5 State Implementation Plan

In 2006 the U.S. EPA lowered the 24-hour PM2.5 national standard from 65 µg/m³ (micro-grams per cubic meter) to 35 µg/m³. Areas designated as non-attainment pursuant to the revised 24-hour PM2.5 standard are required to prepare a State Implementation Plan (SIP) submittal to EPA by fall 2012 to demonstrate how they will attain the standard by December 2014. EPA designated the Bay Area as nonattainment for the PM2.5 standard in December 2009 based on PM2.5 monitoring data for the three-year period 2006-2008. However, Bay Area PM2.5 levels have declined in the past several years. Monitoring data for 2008-2010 shows that the Bay Area met the 24-hour national PM2.5 standard during this period.

Based on the Bay Area PM2.5 monitoring data for years 2008-2010, on December 8, 2011 the California Air Resources Board (ARB) submitted a “clean data finding” request to US EPA on behalf of the Bay Area. If the clean data finding request is approved, then EPA guidelines provide that the region can fulfill federal PM2.5 SIP requirements either by preparing:

- a redesignation request and a PM2.5 maintenance plan, or
- a “clean data” SIP submittal

Because peak PM2.5 levels can vary from year to year based on natural short-term changes in weather conditions, the Air District believes that it would be premature to submit a redesignation request and PM2.5 maintenance plan at this time. Therefore, the Air District will prepare a “clean data” SIP to address the required elements, including:

- An emission inventory for primary PM2.5, as well as precursors to secondary PM formation; and
- Amendments to the Air District's New Source Review (NSR) regulation to address PM2.5.

The Air District is committed to reducing the impacts of PM on public health and the climate. Therefore, in addition to preparing a “clean data” SIP to fulfill EPA requirements, Air District staff will develop a comprehensive PM research agenda to guide our long-term efforts to reduce this important air pollutant.

This (non-SIP) PM research agenda will complement the “clean data” PM2.5 SIP. Air District staff is working to develop both the “clean data” PM2.5 SIP and the companion PM research agenda by summer 2012.

MTC will continue to coordinate the PM2.5 SIP planning efforts with the Air District.

Activity Last Quarter: None.

Anticipated Activity Next Quarter: BAAQMD, in coordination with MTC, will began a process to develop a “clean data” PM2.5 SIP.

Schedule: To be determined.

Work Element 1612 – MTC/ABAG Partnership Planning Program
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	Budget	Expenditure	% of Budget Completed
Operating Expense			
MTC (Incl. Indirect Costs)	\$ -		
Consultant	300,000		
Total	\$ 300,000	\$ -	
Revenue			
Proposition 84 PL	300,000	-	
	-	-	
Total	\$ 300,000	\$ -	0.00%

During the first quarter MTC staff continued work on the development of Plan Bay Area utilizing the grant funds from the Strategic Growth Council. Work during this period included the development of land use and transportation scenarios for environmental review, a round of updates to the land use modeling software UrbanSim, and rounds of stakeholder meetings with county and city agencies.

METROPOLITAN TRANSPORTATION COMMISSION (MTC)

SUPPORT THE COMMISSION

PROGRAM CATEGORY 1130

WORK ELEMENT 1130: Legislation and Public Affairs

Major Tasks

- Implement Public Information program
- Library Services

Work Element 1112 – Implement Public Information Program

	Budget	Expenditure	% of Budget Completed
Operating Expense			
MTC (Incl. Indirect Costs)	\$ 2,912,888	\$ 695,724	
Consultant	-	144,813	
Total	\$ 2,912,888	\$ 840,537	
Revenue			
FHWA (Using Toll Credit)	\$ 2,400,000	688,473	
FTA \$5303 (Using Toll Credit)	\$ 200,000		
General Fund/L.M.	312,888	152,064	
Total	\$ 2,912,888	\$ 840,537	28.86%

Ongoing Activities: Ongoing activities completed as scheduled include publication of the MTC e-News; publication of the bi-monthly Bay Area League of Women voters' *The Monitor* newsletter; regular release of pertinent news releases; regular updates to the MTC website; regular updates to people who have signed up via GovDelivery for new announcements from MTC and OneBayArea re: press releases, spotlight news, current topics and changes to the meeting schedule; regular updates to social media (Twitter and Facebook); and responses to inquiries from the public and the press.

Public Outreach and Involvement:

- Staff began work on an electric vehicle promotional campaign.
- Staff began recruiting participants for the 511 Smart Driving pilot.
- Staff conducted California Household Travel Survey outreach to hard-to-reach populations at six community events in Santa Rosa, Redwood City, San Francisco and San Jose.
- Staff was interviewed by various television and radio stations about regional transportation issues, including upcoming closure of San Mateo-Hayward bridge.
- Staff responded to inquiry from Acumen Building Services about small business contracting.
- Staff responded to many calls and emails re: multi-axle tolls on state-owned toll bridges.
- Staff participated in July 19 Transportation Management Association of San Francisco event.

Special Events:

- Staff continued work on MTC's 2012 biennial awards program scheduled for Oct. 24, 2012. The awards ceremony will be held next quarter. This quarter, staff worked closely with a video producer/consultant to produce short video clips on each winner. Arrangements were made to interview individuals for each program or person being recognized. Staff also wrote articles on each winner for MTC's newsletter, *Transactions*. A postcard inviting the public to the awards ceremony was produced and mailed this quarter.
- Staff launched the Spare the Air Youth website.
- Staff selected photographs from MTC 2011 Annual Report to submit to AASHTO's 2012 "Faces of Transportation" photo contest.
- Staff prepared talking points for delivery at September celebration of Benicia-Martinez bridge 50th anniversary.
- Staff led tour of Bay Bridge East Span work site for San Francisco Public Relations Roundtable.
- Staff began work on redesign of Chinese content on MTC websites.

- Staff arranged various art exhibitions, including Bay Bridge photography shows.
- Staff assisted Jon Rubin/National Image Works with documentary film project.
- Staff refined plan for celebrations to mark 2013 opening of new Bay Bridge East Span, including coordinating meetings with members of CPT, Caltrans and BATA and preparation of memos and presentations to TBPOC and BATA Oversight.
- Staff liaised with Oakland Museum of CA on their Bay & Bridge exhibit and assisted museum with outreach to other cultural institutions for Year of the Bay effort.
- Staff acted as member of Culture Committee of Bay Bridge Alliance, determining cultural components of Bay Bridge East Span opening.
- Staff managed UC Berkeley students on special archiving project of Bay Bridge materials and research archives at State Archives.
- Staff worked with Bancroft Library Regional Oral History Office to arrange oral histories of people working on 1936 Bay Bridge structure.
- Staff participated in coordination meetings regarding retrofitting historic IERBYS building as early activation for Gateway Park and participated in Gateway Park Working Group meetings, update of Gateway Park website, and development of presentation for BATA with HNTB staff.

Publications:

- Staff began work on Plan Bay Area draft document: Oversaw preparation of chapter outlines; worked with Planning staff to develop approach to drafting, designing and producing publication; began design of publication layout.
- Staff began work on Plan Bay Area final document: Created tagline for publication; oversaw design (by outside graphic design firm) of cover concept and supporting interior illustrations.
- Staff won Silver Award for 2011 MTC Annual Report from League of American Communications Professionals (“Vision Awards” competition).
- Staff submitted award application for 2009 Annual Report to 2013 Transportation Research Board communication awards competition. Also submitted nomination for the Plan Bay Area “How Would You Invest?” video produced by MTC staff.
- Staff prepared correspondence to State Business, Transportation & Housing Secretary Brian Kelly and US Transportation Secretary Ray LaHood.
- Staff wrote several fact sheets, including on BATA interest-rate swaps and BATA’s acquisition of building at 390 Main Street in San Francisco.
- Staff wrote two newsletters for MTC Commissioners.
- Staff oversaw final printer proofs and production of *Getting There on Transit* guide.

Press Releases:

- Staff wrote and released 13 news releases/media advisories this quarter.
- Staff assisted in editing and release of notice for special meeting of BATA.

Public Records Requests:

Staff responded to 15 public records requests during this quarter.

Legal Notices and Public Hearings:

Staff released 1 legal notices and held 1 public hearing during this quarter.

Other Editing/Writing/Misc. Projects:

- Staff continued their work to oversee the redesign and updating of the OneBayArea.org website. This is the website that houses information about the development of MTC’s long-range regional transportation plan, Plan Bay Area. The redesigned website will be launched next quarter.

- Staff began work on the 511 Smart Driving Pilot, recruiting pilot participants, preparing in-vehicle devices for installation, designing and programming online, interactive smart driving lessons for pilot participants.
- Video projects completed by staff include MTC Smart Parking Workshop, Part 1 and 2, and a condensed version; the Quentin Kopp Bridge Tour; various Bay Bridge filming, including NewsReel #6, “Lighting the Skyway”; Walking School Bus; Caldecott Tunnel Update; Dumbarton Bridge Seismic Retrofit; Joseph Nicolette Lecture Series, and e-BART groundbreaking.
- Staff compiled MTC highlights for the year and developed several alternative editorial and thematic approaches for the MTC 2012 Annual Report.
- Staff prepared weekly Management Staff meeting notes.
- Staff assisted in responses to queries re: TIP comments.

Work You Expect to Complete October/November/December:

- Publication of special awards issue of Transactions
- Completion of planning and production of 2012 biennial awards ceremony Oct. 24
- Launch of redesigned, updated OneBayArea.org website.
- Planned video projects include Oral History on Bay Bridge and Smart Driving Lead-ins.
- Launch Open Town Hall public participation software on the MTC and OBA websites.
- Transit and Trails Challenge video.
- Finalize theme and design treatment for MTC 2012 Annual Report, draft editorial portion, and oversee preparation of printing specifications and solicit print bids.
- Proofread/edit MTC’s 2011-12 Comprehensive Annual Financial Report for Finance Department. Supervise conversion for MTC Annual Report, plus preparation of annual Financial Highlights and FY 2011-12 Allocations.
- Supervise design of layout and edit Draft Plan Bay Area document.
- Consider redesign/update of “ABCs of MTC” publication.
- Supervise preparation and release of Pavement Condition, Freeway Performance data and local streets data.

Is Work on Schedule and Within Budget? (*If not, please explain*)

Yes, except Plan Bay Area draft publication is late in getting started due to retirement/reassignment of key Planning personnel.

Work Element 1156 - Library Services

			% of Budget
	Budget	Expenditure	Completed
Operating Expense			
MTC (Incl. Indirect Costs)	\$ 399,009	\$ 94,833	
Consultant	-	-	
Total	\$ 399,009	\$ 94,833	
Revenue			
FHWA (Using Toll Credit)	\$ 100,000	\$ 94,833	
General Fund /L.M.	199,009		
FTA §5303 (Using Toll Credit)	100,000		
Total	\$ 399,009	\$ 94,833	23.77%

The library staff assisted 706 patrons by answering 400 reference questions, responding to 294 requests for publications, distributing 9,021 publications and circulating 63 books. A total of 74 items were added to the library collection.

Highlights from the recent acquisitions were sent to staff and published on the web. A total of 481 (19% mentioned MTC) newspaper articles were collected, emailed to staff and 1,693 subscribers, and posted on the web.

Number of patrons served by category:

MTC	79
ABAG	12
Transit operator	17
Government agency	26
Business	18
Public	554
Total	706

METROPOLITAN TRANSPORTATION COMMISSION (MTC)

RTP GOALS AND OBJECTIVES:

IMPROVE MOBILITY FOR PERSONS AND FREIGHT

PROGRAM SUBCATEGORY 1230

WORK ELEMENT 1230: Improve & Arterial Operations and Management

Major Tasks

- Emergency Response and Security Programs
- Implement Regional Express Lanes Network

Work Element 1229 – Emergency Response and Security Programs

	Budget	Expenditure	% of Budget Completed
Operating Expense			
MTC (Incl. Indirect Costs)	\$ 589,152	\$ 123,174	
Consultant	370,000	5,825	
Total	\$ 959,152	\$ 128,999	
Revenue			
FHWA (Using Toll Credit)	\$ 150,000	\$ 123,174	
General Fund/L.M.	609,152		
FTA \$5303 (Using Toll Credit)	200,000		
BATA Transfer		5,825	
Total	\$ 959,152	\$ 128,999	13.45%

MTC's Emergency Response and Security Program is comprised of the following elements: Regional Transit Security Working Group (RTSWG); Trans Response Plan Steering Committee (TRPSC); Regional Emergency Coordination Plan (RECP); Regional Emergency Management Transportation Plan (RTEMP) and Communication System Upgrades. This quarterly progress report summarizes program activity conducted during the Fiscal Year 2012-13, First Quarter period (July 1, 2012 – September 30, 2012).

Regional Transit Security Working Group (RTSWG)

The RTSWG primarily meets as needed to develop projects for Transit Security Program Grant (TSGP) funding; the TSGP provides funds to owners and operators of transit systems (which include intra-city bus, commuter bus, ferries, and all forms of passenger rail) to protect critical surface transportation infrastructure and the traveling public from acts of terrorism, major disasters, and other emergencies. The RTSWG and Cal EMA develop and maintain the Regional Transit Security Strategy (RTSS) document which is a DHS/TSA requirement. MTC is not a member of the RTSWG, but has been working with the group to explore future funding opportunities for regional exercises and training through the grant program. The TSGP is no longer earmarked by region, there may be strong support to fund regional exercises that test the RTSS for the metropolitan area as opposed to individual agency exercises that test the security of a single operator. One caveat to this arrangement is that activities funded with TSGP funds will require a "terrorism" nexus. To meet this requirement, MTC hopes to have members of the RTSWG assist with designing the exercises and workshops. A sample regional scope of work for training workshops and exercises was sent to the RTSWG for their consideration. The RTSWG expressed interest in the approach; a meeting will be scheduled next quarter to further discuss the scope and the grant oversight process.

Trans Response Plan Steering Committee (TRPSC)

The Trans Response Plan (TRP) provides a framework for coordinating a multi-modal response to any emergency among the major Bay Area transportation agencies. The TRP Steering Committee, comprised of the major transit agencies and Caltrans, guides the development of emergency preparedness activities and exercises based upon the agency roles and responsibilities defined in the TRP/RTEMP.

This quarter, MTC developed a Regional After Action Report/Improvement Plan (AAR/IP) based on actual events that took place when the West Oakland Fire disrupted BART's Transbay services on June 14, 2012 (the original date for the annual Transportation FE). MTC reviewed the AAR/IP with the TRP Committee and formed a small working group to address several regional issues such as regional notification and signage that warrant considerable attention. The working group will create a "playbook" using a likely transportation disruption between Eastbay and Westbay so that pre-disaster mitigation strategies can be identified in advance. The rescheduled Transportation FE took place on Sept. 11th with 10 transportation agencies and with Cal EMA observing. Also this quarter, the SF Transit Operators' Mutual Aid Agreement (MAA) was discussed to remind Committee members that they need to educate their staff of the existence of the MAA.

Next quarter, the Draft AAR/IP for the 9/11/2012 FE will be reviewed and finalized. Exercise planning will begin for the GG 2013 FE as the overall GG Exercise Goals and Objectives are developed. The GG '13 FE scenario will occur on Day 3 of a major earthquake on the San Andreas fault. A transportation TTX to address Day 1 & 2 will be hosted by Cal EMA on Dec. 12th in order to establish the situation status for Day 3.

The regional working group will continue to develop the "playbook" of mitigation strategies, including the implementation of regional signage protocols in advance of the next major incident.

Regional Emergency Coordination Plan (RECP)

The Regional Emergency Coordination Plan (RECP) is a comprehensive plan developed by the cities of San Francisco, Oakland, and San Jose, in conjunction with the Coastal Region Cal EMA, to identify gaps in current local and regional plans for responding to emergencies. The RECP contains 9 subsidiary components; one of which is a Transportation Annex that establishes a decision-support process for identifying and prioritizing transportation needs (transporting first responders and emergency equipment/supplies, and evacuating people and personnel); defines emergency transportation versus basic transportation; and provides a framework for coordination with the TRP/RTEMP. MTC actively assisted in the development of the Transportation Subsidiary Plan of the RECP.

The Bay Area Urban Area Security Initiative (UASI) received funds to continue emergency planning efforts in the region through the Regional Catastrophic Planning Grant Program. The Mass Transportation Evacuation (MTE) Plan is one of seven plans recently developed that has been annexed to the RECP.

Regional Transportation Emergency Management Plan (RTEMP)

MTC developed a Regional Transportation Emergency Management Plan (RTEMP), which defines the roles and responsibilities of different transportation agencies following a major disaster. The RTEMP includes a baseline plan and annexes that address three specific scenarios: 1) San Andreas fault earthquake; 2) Hayward fault earthquake; and 3) a terrorist attack.

This quarter - As stated last quarter, Cal EMA has made changes to Coastal Region's EOC (REOC) staffing and location. The smaller Coastal Region office in Walnut Creek has eliminated the option for a local REOC (which will move to Mather, CA). Caltrans, CHP, MTC, and WETA are working with Cal EMA to establish a Bay Area Transportation Multi-Agency Coordination Group (MACG) to support the Coastal REOC Transportation Branch at Caltrans District 4. As part of GG 2013, the MACG concept could be tested in advance of the FE. A framework for developing a Bay Area Regional Incident Mobility Plan (RIMP) is also underway. The RIMP is the end product of the MACG activities. A recommendation will be brought to the next quarterly meeting of the Freeway Management Executive Committee for their support.

Next quarter, further discussions among Cal EMA and the regional agencies will be guided by the next

steps to formalize the MACG process. Subsequently, developing the Regional Incident Mobility Plan (RIMP) process which is similar to the “advanced planning performed by Cal EMA’s “Transportation Branch” will be defined to show how the RIMP framework will impact the RECP. New protocols will be incorporated into the document, if needed

EOC Incident Management application Development

To increase the efficiency of tracking and analyzing data during an emergency, MTC has developed an Incident Management (with GIS) application for its Emergency Operations Center (EOC). This application facilitates efficient management of situational information coming into the EOC from various transportation related sources. Emphasis has been placed on developing an intuitive application that provides ease of data retrieval, and compatibility with other organizations. Information may be displayed in the EOC using maps developed as part of the RIMP framework. The EOC mapping will help facilitate multi-agency collaborative efforts to manage incidents and identify gaps in the transportation network.

This quarter, MTC staff had planned to use the Incident Management (IM) application for the annual June 14th exercise. Instead the BART Fire incident superseded the exercise and the IM application was used to manage incoming and outgoing information. Valuable information was collected by the MTC IM development team as they played a critical role in several EOC positions. MTC staff will continue to reach out to the regional working group to assess RIMP needs. Internal MTC application testing continued.

Next quarter, MTC staff will conduct a BART fire debrief on July 3rd to enlist MTC EOC process comments from those working the incident. The hands on experience by IM development personnel and others will help further refine the application. MTC staff will continue working with their partners to define a mapping plan in support the RIMP concept.

Consultant Contracts

1. **URS Corporation.** A contract with URS was executed October 2010 and expires October 2013. URS is under contract to assist with the development of a region-wide exercise program to be conducted over a three-year period. A Task Order was approved to conduct a regional workshop in January. The project is on schedule and within budget.

2. **Lionbridge (E-Learning).** Lionbridge was hired to develop MTC Emergency Operations Plan (EOP) on-line learning modules for employees. Six modules were completed in the spring for MTC EOC Staff and non staff which describe key aspects of the Command and Plans sections of the EOP. A total of 2.5 – 3.0 hours of training were completed in April in time for the June 14th annual exercise. The E-learning modules are accessed through a new management system (“MyPal”) where employees’ training progress will be tracked.

Lionbridge will be asked to assist MTC in developing two additional EOC modules which cover MTC’s regional Emergency Response role (for public consumption) and a module which highlights PIO Joint Information Center processes. These modules will be developed so they are accessible on mobile units.

Work Element 1236 – Implement Regional Express Lanes Network

	Budget	Expenditure	% of Budget Completed
Operating Expense			
MTC (Incl. Indirect Costs)	\$ 150,800	\$ 110,634	
Consultant	-		
Total	\$ 150,800	\$ 110,634	
Revenue			
FHWA (Using Toll Credit)	\$ 100,000	\$ 100,000	
General Fund/L.M.	50,800	10,634	
Total	\$ 150,800	\$ 110,634	73.36%

This work element includes planning efforts required to implement the Regional Express Lane Network, as called for in the *Transportation 2035 Plan*.

Manage planning studies and analysis

Activity Last Quarter: Staff continued work on the Concept of Operations, environmental justice report and traffic analysis.

Anticipated Activity Next Quarter: Continue work on the Concept of Operations (draft due October 2013), environmental justice analysis (draft due January 2013), traffic analysis and other technical studies.

Schedule: This work will continue through fiscal year 2012-13.

Secure authority to implement the Network

Activity Last Quarter: Staff continue discussions with the California Transportation Financing Authority about seeking authority to finance and toll the Network.

Anticipated Activity Next Quarter: Continued discussions.

Schedule: Staff anticipates submitting an application in winter 2012 or early 2013.

Evaluate opportunities for public-private partnerships

Activity Last Quarter: None.

Anticipated Activity Next Quarter: Staff will review project schedules and determine how they would change under a design-build approach. Staff will update the summary of project delivery options.

Schedule: General studies will continue through December 2013; however, detailed consideration will be given as specific projects complete the environmental process.

Meet regularly with partner agencies

Activity Last Quarter: Staff met several times with CMA representatives to discuss a framework for overall coordination and collaboration on a variety of Network issues, including policy, program

management, and project delivery. Staff initiated regular monthly meetings with CMAs, Caltrans, CHP and FHWA on the Concept of Operations and on policy matters.

Anticipated Activity Next Quarter: Continue regular monthly meetings to coordinate planning for operations and major policy decisions.

Schedule: Meetings will continue throughout fiscal year 2012-13.

Secure Board approval for major policy decisions

Activity Last Quarter: Advance planning for activities described above.

Anticipated Activity Next Quarter: Regular reports and items, as needed.

Schedule: Ongoing throughout fiscal year 2012-13

METROPOLITAN TRANSPORTATION COMMISSION (MTC)

RTP GOALS AND OBJECTIVES:

SUPPORT REGIONAL TRANSPORTATION INVESTMENTS

PROGRAM SUBCATEGORY 1510

WORK ELEMENT 1510: Support Regional Transportation Investments

Major Tasks

- Conduct Financial Analysis & Planning
- Federal Programming, Monitoring and TIP Development
- Transit Sustainability Project

Work Element 1511 – Conduct Financial Analysis and Planning
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	Budget	Expenditure	% of Budget Completed
Operating Expense			
MTC (Incl. Indirect Costs)	\$ 679,593	\$ 115,520	
Consultant	-		
Total	\$ 679,593	\$ 115,520	
Revenue			
FHWA (Using Toll Credit)	\$ 100,000	\$ 100,000	
FTA §5303 (Using Toll Credit)	200,000	15,520	
General Fund/L.M.	79,593		
STP CMA PL	300,000		
Total	\$ 679,593	\$ 115,520	17.00%

During the 1st quarter of FY 2012-13, MTC staff revised the FY 2012-13 Fund Estimate to reconcile actual TDA, AB1107, and STA program revenues generated in FY 2011-12, and respective rescission actions to match the FY 2011-12 allocations to the generated revenues. While increases in taxable sales led to higher than estimated TDA and AB1107 revenues, STA program revenues fell short of initial estimates in FY 2011-12.

Prior to the close of FY 2011-12, President Obama signed Public Law 112-141, *Moving Ahead for Progress in the 21st Century* (MAP 21). MTC staff reviewed and analyzed MAP 21 to project regional shares of federal revenue that may become available to the region from MAP 21, and the impacts on current and proposed initiatives.

During the 1st quarter, MTC staff sent data requests to Bay Area transit operators for their review of historical data, as well as a request to submit the latest operating data for the development of the annual Statistical Summary. Staff summarized the submitted data and performed quality control tests with the assistance of Bay Area transit operators.

In addition, MTC staff collected and analyzed year-to-year transit performance metrics for Bay Area transit operators as part of the Transit Performance Initiative. Staff developed, analyzed, and summarized proposed incentive formula scenarios as a 3-year retrospective of past operator performance.

Lastly, staff monitored and analyzed regional economic metrics, including but not limited to regional taxable sales, fuel price and consumption trends, labor statistics, and housing sales and market trends.

Work Element 1512 – Federal Programming, Monitoring and TIP Development
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	Budget	Expenditure	% of Budget Completed
Operating Expense			
MTC (Incl. Indirect Costs)	\$ 1,710,350	\$ 382,619	
Consultant	-		
Total	\$ 1,710,350	\$ 382,619	
Revenue			
FHWA (Using Toll Credit)	\$ 1,100,000	\$ 380,351	
FTA §5303 (Using Toll Credit)	300,000		
General Fund /L.M.	310,350	2,268	
Total	\$ 1,710,350	\$ 382,619	22.37%

FY 2012-13 FTA Program

MTC staff continued the development of an updated Transit Capital Priorities programming policy and the FTA Section 5307, 5309 FG, 5337 and 5339 programs for FY 2012-13 and FY 2013-14 with the Partnership Transit Finance Working Group. The draft policy includes numerous revisions to address the changes to FTA's funding programs under MAP-21. The policy was adopted by the Commission in the second quarter.

Transit Performance Initiative

MTC staff developed a proposal to fund and implement the Transit Performance Initiative (TPI), a key recommendation of the region's Transit Sustainability Project. The TPI program includes investment and performance incentive elements. The investment element implements transit supportive investments in major transit corridors that can be carried out within two years. The incentive program provides financial rewards to transit agencies that improve ridership and/or productivity. The proposal funded the TPI program with STP and CMAQ funds. The proposal was incorporated into the Transit Capital Priorities programming policy, which was adopted by the Commission in the second quarter.

FTA Discretionary Programs

MTC worked with transit operators to amend projects that were awarded funds under FTA's discretionary State of Good Repair, Livability, Clean Fuels, and Veterans Transportation funding programs into the TIP. This included a Clean Fuels project which MTC had applied for on behalf of the transit operator.

Transportation Improvement Program

The Fund Management System (FMS) continues to be in maintenance mode and additional reports are being added on a periodic basis.

The Metropolitan Transportation Commission released the Draft 2013 Transportation Improvement Program (TIP) and Draft Transportation-Air Quality Conformity Analysis for public comment. The comment period started Friday, June 22, 2012, and closed on Thursday, August 2, 2012. A public hearing to receive public testimony on both documents was conducted during MTC's Programming & Allocations Committee, on Wednesday, July 11, 2012.

The adoption of the region's 2013 TIP is postponed to more closely align with development and adoption of Plan Bay Area, the region's long-range transportation and housing plan. Plan Bay Area is currently slated for adoption in 2013. The change in schedule is being made in response to public comments that suggested that the TIP, a short-range transportation programming document, should better align with Plan Bay Area. Staff intends to make corresponding changes to the Draft 2013 TIP in tandem with Plan Bay Area. The revised 2013 TIP adoption schedule will provide additional opportunities for public review. MTC's Programming and Allocations Committee received an update on the Draft 2013 TIP at their September 12, 2012 meeting.

In order to accommodate the delay in the TIP adoption, one administrative modification and one amendment were processed in this quarter. One revision was approved in the quarter and one amendment from a previous quarter was also approved.

Work Element 1517 – Transit Sustainability Project

	Budget	Expenditure	% of Budget Completed
Operating Expense			
MTC (Incl. Indirect Costs)	\$ 612,061	\$ 118,295	
Consultant	890,000	251,029	
Total	\$ 1,502,061	\$ 369,324	
Revenue			
General Fund/L.M.	312,061	58,328	
FTA \$5303 (Using Toll Credit)	1,190,000	59,967	
FTA \$5303 (Requires Local Match)		222,236	
AB664/L.M.		28,793	
Total	\$ 1,502,061	\$ 369,324	24.59%

On May 23, 2012, the Commission adopted Resolution 4060, which included the findings and recommendations of the Transit Sustainability Project (TSP). The final recommendations include performance metrics and targets, service improvements recommendations (including the Transit Performance Initiative's Investment and Incentive programs), Paratransit and Institutional recommendations.

During the 1st Quarter of FY2012-13, a detailed analysis related to the Inner East Bay Comprehensive Operations Analysis continued to progress. MTC staff is working with staff from BART and AC Transit to advance various project recommendations, including a review of Transbay service, a focus on improving the urban trunk network, developing a service plan for the Tri-Valley/Tri-City areas of Alameda County, and exploring opportunities for a joint fare or discount program. Updates on these items are expected to be presented to the agency's respective boards and committees in early 2013.

Staff continues to work towards implementation of TSP recommendations. Staff developed recommendations for implementation of the Transit Performance Initiative, for consideration by the Commission in October 2012. Additionally, staff communicated with transit agencies regarding the development of transit agency strategic plans, due to MTC in early 2013.

Advisory Structure

- None of the advisory committees for this project met in the 1st quarter.

SUB-CATEGORY

FUNDING BY GRANTS / ADMINISTRATION (as part of ICAP)

&

NON-CPG FUNDS

METROPOLITAN TRANSPORTATION COMMISSION (MTC)

Non-CPG Funds

PROGRAM CATEGORY 1120

WORK ELEMENT 1120: Planning Emphasis Areas – (Non-CPG Funded)

Major Tasks

- Lifeline Program
- Climate Initiatives
- Transportation for Livable Communities Program (TLC)

	Budget	Expenditure	% of Budget Completed
Operating Expense			
MTC (Incl. Indirect Costs)	\$ 1,344,284	\$ 184,955	
Consultant	253,000	316,194	
Total	\$ 1,597,284	\$ 501,149	
Revenue			
General Fund / L.M.	976,659	56,784	
CMAQ	323,500	157,711	
STP	161,125	257,899	
JARC/New Freedom	120,401	-	
Local Funds	15,599	-	
FTA §5303 (Requires Local Match)		17,471	
TFCA/L.M.		11,284	
Total	\$ 1,597,284	\$ 501,149	31.38%

Work Element 1310 – Lifeline Program – (Non-CPG Funds)

3. Grant management

Objective: The Lifeline Transportation Program provides grants for capital and operating projects intended to improve mobility for low-income communities in the Bay Area.

Progress:

- Staff continues to administer existing funding agreements with project sponsors, and pay invoices as approved by county Lifeline Program Administrators.
- Staff developed funding and implementation documents for Third Cycle Lifeline Projects.
- Staff entered and maintains JARC-funded projects in the TIP.
- Staff submitted a JARC grant in June 2012 for regional Mobility Management projects that was awarded by FTA in August 2012.
- Staff continues to prepare so submit a JARC grant to FTA for the Third Cycle Lifeline Transportation Program projects.

Status: The project remains on time and within budget.

Anticipated Activity Next Quarter:

- Staff will submit the FTA JARC grant for the FY12 and FY13 Third Cycle Lifeline Transportation Program projects.
- Staff will begin to draft and execute funding agreements with project sponsors for the Third Cycle Lifeline Transportation Program projects.

4. Lifeline Transportation Program Call for Projects

Objective: To develop a program of projects that result in improved mobility for low-income residents of the nine San Francisco Bay Area counties that are locally identified, prioritized, and evaluated.

Progress:

- Staff provided technical support and assistance to county program administrators on program and project eligibility and meeting program guidelines in their local calls for projects.
- MTC adopted the Third Cycle program of projects for eight of nine San Francisco Bay Area counties in June 2012.

Status: The project is expected to be completed in December 2012.

Anticipated Activity Next Quarter:

- Staff will present the final Third Cycle program of projects for adoption
- Staff will continue providing technical support and assistance to local program administrators in local programming activities consistent with MTC program guidelines.

5. Submit reports to FTA as required

Objective: Submit reports and other documentation to FTA as required for JARC-funded projects.

Progress:

- Staff continues to update quarterly reports in the TEAM system.
- Staff submitted JARC service data to FTA from project sponsors for FY12-13 in July 2012.

Status: The project is within budget.

Anticipated Activity Next Quarter:

- Staff will continue to update quarterly reports in the TEAM system for active JARC grants.

6. Regional Mobility Management project

Objective: To implement a regional mobility management project with JARC funds to establish a regionally implementable mobility management model.

Progress:

- Staff worked with a selection committee to prioritize applications.
- Staff held outreach meetings with potential and successful applicants to tailor project design to program goals.
- Staff submitted a grant in June 2012 to FTA for the selected projects, which was awarded in August 2012.

Status: The project is on time and within budget.

Anticipated Activity Next Quarter:

- Staff will prepare and execute funding agreement with successful project sponsors for the regional mobility management project.
- Staff will provide technical assistance to advance successful project implementation.

Work Element 1413 – Climate Initiatives – (Non-CPG Funds)

This work element aims to plan, develop and implement projects and programs that aim to reduce greenhouse gas and criteria pollutant emissions from the transportation sector to further the Bay Area's climate protection goals, and improve our region's air quality and public health and safeguard us from sea-level rise.

Implement Climate Initiatives Program

Climate change is expected to significantly affect the Bay Area's public health, air quality and transportation infrastructure through sea level rise and extreme weather. In the Bay Area, the single largest source of GHG emissions is from the consumption of fossil fuel in the transportation sector. In fact, the transportation sector, mostly from cars, trucks, buses, trains and ferries, contributes over 40 percent of the GHG emissions in the region.

MTC set aside a commitment of \$400 million in its Transportation 2035 Plan to implement a comprehensive regional climate initiative. This initiative focuses on individual actions, public-private partnerships, and incentives and grants for innovative climate strategies.

- The importance of a regional climate initiative heightens with the development of a 2013 Regional Transportation Plan/Sustainable Communities Strategies (RTP/SCS) as required by Senate Bill 375. The RTP/SCS will lay out how land use and transportation can work together to reduce GHG emissions. Within this context, it is the aim of MTC to fund innovative strategies and evaluate their effectiveness in reducing GHG emissions for purposes of informing the development of the SCS.
- In December 2009, MTC adopted the New Surface Transportation Act Cycle 1 Surface Transportation Program (STP)/Congestion Mitigation and Air Quality Improvement (CMAQ) Project Selection Criteria and Programming Policy which, among other programs, includes the Climate Initiatives Program. The Climate Initiatives Program aims to test new strategies to reduce transportation-related emissions and vehicle miles traveled, encourage the use of cleaner fuels, and build a knowledge base through evaluation that informs the SCS. A total of \$80 million is available to the Climate Initiatives Program over the next three years, starting in Fiscal Year 2009-10, for the following key elements administered and managed by MTC are:
 - \$10 million for a regional public education/outreach campaign to influence the public to make transportation choices to reduce GHG emissions;
 - \$2 million to test innovative Safe Routes to School programs with the overall goal of significantly reducing transportation emissions related to school travel;
 - \$31 million for an Innovative Grants Program to support high-impact, innovative GHG reduction projects; and
 - \$4 million for a Program Evaluation that collects data and assesses the overall effectiveness of the Climate Initiatives Program (including an evaluation of the Regional Measure 2-funded Safe Routes to Transit Program).

Staff is in the process of implementing the Climate Initiatives Program.

Activity Last Quarter: Ongoing program implementation.

Anticipated Activity Next Quarter: Ongoing program implementation

Schedule: Fully implement program by close of 2013.

UrbanVision/UrbanSim

MTC is collaborating with the University of California, Berkeley (UCB) to develop outreach and analytic tools for the Regional Transportation Plan (RTP), which is referred to as Plan Bay Area. UCB is developing the UrbanVision tool, a 3D visualization software, for use by MTC and ABAG in public outreach and local engagement activities. This tool visually depicts the land use patterns, and allows users to get a general sense of development envisioned over the next 25 years. Additional analytic work is anticipated for UrbanSim, the model platform for UrbanVision. The two tools, in combination, will not only inform analysis for the Plan, but also will continue to be used in outreach efforts for the Plan. UrbanSim will play a key role in helping MTC and ABAG to define and assess a set of alternatives to the Plan in the Plan Bay Area EIR.

Activity Last Quarter: Continued development of UrbanVision and UrbanSim. UrbanSim being used to analyze Plan Bay Area EIR Alternatives.

Anticipated Activity Next Quarter: Ongoing refinements of UrbanVision and UrbanSim, and continued outreach and analytical activities using these tools.

Schedule: To be determined.

Work Element 1611 – Transportation for Livable Communities Program (TLC) – (Non-CPG Funds)

Activity Last Quarter: MTC staff worked with project sponsors to advance implementation of approved projects

Anticipated Activity Next Quarter: Continue to work with project sponsors to advance project implementation and provide input, as necessary, into the One Bay Area Grant proposal related to TLC.

Schedule: This project is on schedule.

Station Area Planning (Priority Development Area (PDA) Planning)

Activity Last Quarter: Staff held a kick off workshop for new grantees (awarded in June) in July. Following the kick-off meeting, MTC and ABAG staff worked with project sponsors to develop work scopes for funding agreements.

Staff sponsored its bi-annual workshop for all PDA Planning grantees on September 24. The content of this workshop focused on parking.

Staff continues to monitor in-progress grants.

Anticipated Activity Next Quarter: Staff will work on funding agreements with the new awardees.

Schedule: This project is on schedule.

Technical Assistance (TA) Program

Activity Last Quarter: Staff released a call for projects in August, with projects due September 26, 2012. Eight projects were received. Three projects were fully funded. With the amount of funding remaining in this cycle of the program (\$210,000), there was enough to fund half of a fourth project.

Staff continued to work with city and consultant staff to finalize work scopes for task orders on projects awarded through the previous call for projects.

Staff continues to monitor in-progress TA projects.

Anticipated Activity Next Quarter: Staff will select consultant teams to work on the new projects and amend contracts accordingly. Staff will schedule kick-off meetings with staff from the consultant teams, local jurisdictions and ABAG to finalize work scopes before developing task orders for each project.

Schedule: This project is on schedule.

METROPOLITAN TRANSPORTATION COMMISSION (MTC)

(Non-CPG Funds)

RTP GOALS AND OBJECTIVES:

IMPROVE MOBILITY FOR PERSONS AND FREIGHT

PROGRAM CATEGORY 1220

WORK ELEMENT 1220: Traveler Coordination and Information – (Non-CPG Funded)

Major Tasks

- Implement Regional Rideshare Program
- Support Regional Operations Program
- Implement Regional Traveler Information Services
- Implement Regional Transit Information System
- Implement and promote Regional Bicycle Information System

			% of Budget
	Budget	Expenditure	Completed
Operating Expense			
MTC (Incl. Indirect Costs)	\$ 4,088,476	\$ 527,596	
Consultant	17,099,998	46,106	
Total	\$ 21,188,474	\$ 573,702	
Revenue			
General Fund/L.M.	\$ 3,162,491	83,197	
CMAQ	3,861,061	73,429	
STP	11,121,380	368,129	
SAFE/Local Funds	3,043,542	48,947	
Total	\$ 21,188,474	\$ 573,702	2.71%

Fare Policy Coordination

Clipper® is the Bay Area's regional transit fare payment system. Clipper® enables Bay Area transit riders to pay transit fares on multiple systems using a single reloadable Clipper® card. MTC began the design phase of this project in July 1999. MTC and six participating transit agencies launched a pilot program in February 2002, during which the system operated on select routes and at select stations operated by the six participating agencies. The program completed the initial stage of the regionwide deployment in November 2006, when MTC certified the system as Revenue Ready on AC Transit and Golden Gate Bus and Ferry. The regionwide implementation has occurred in multiple stages: the first stage included AC Transit and Golden Gate Transit and Ferry, which is now complete; the second stage included BART, Caltrain and San Francisco Municipal Transportation Agency (SFMTA), also now complete; the third stage includes SamTrans and Santa Clara Valley Transportation Authority (VTA), also now complete. Phase III of the system's deployment includes all other Bay Area transit agencies. In the first quarter, Clipper® began operating on three San Francisco Bay Ferry routes, which are operated by the Water Emergency Transportation Authority (WETA).

Activity in First Quarter: During the 1st quarter of FY 2012-13, the Clipper® Contractor continued operating the Clipper® system on AC Transit, BART, Caltrain, Golden Gate Transit and Ferry, SamTrans, SFMTA, VTA, and San Francisco Bay Ferry. All aspects of the Clipper® system have seen increases in activity; average weekday Clipper® fare payments averaged 641,000/weekday for the quarter, an increase of 4% from the previous quarter. There were an average of 17.2 million total fee-generating transactions per month, and the program settled an average of \$32.3 million per month in transit operator revenue during the period. As of this past September, market penetration of Clipper® on each participating operator was: 28% for AC Transit; 53% for BART; 73% for Caltrain; 95% for Golden Gate Ferry; 38% for Golden Gate Bus; 52% for SFMTA; 34% for SamTrans; 28% on VTA; and 70% for WETA. In accordance with MTC Resolution No. 3866, MTC, the Contractor, and the transit agencies worked closely to continue the transition of one transit pass (VTA Youth) to Clipper®-only availability, which means that customers can still purchase the passes, but they must load the passes to a Clipper® card (as opposed to purchasing a paper version of the pass). Customer education activities focused on the transition of VTA Youth paper fare media to Clipper®-only availability.

The program continued work on existing expansion projects and began several new expansion initiatives during the quarter, including:

- MTC completed ticket vending machine (TVM) integration on VTA, allowing customers to add Clipper® cash or fare products offered by VTA, SamTrans, AC Transit, Caltrain and Muni.
- Clipper® increased its presence at the Oakland Customer Service Center, which included emphasizing language support in Spanish, Cantonese, and Mandarin.
- MTC and Golden Gate Bridge, Highway and Transportation District (GGBHTD) partnered to develop and distribute a collectible card commemorating the 75th anniversary of the bridge.
- Improvements to the interactive voice response (IVR) telephone system went into effect on September 15. These improvements enable customers to get information about pending orders and actions, check account balances, access recent account history, add value to a card, request a replacement card, and get detailed information about Clipper® and transit agency products.

Anticipated Activity Next Quarter: Cardholders will be able to use multiple funding sources for employer programs (i.e., ability to supplement employer program-placed orders with a credit or debit card). Clipper® website customer interface improvements will be launched.

Consultant Contracts

1. Procurement — Cubic Transportation Systems, Inc.

Objective: Design, build, operate, and maintain Phase I and Phase II of the Clipper® Fare Payment System.

Progress: In July 1999, MTC issued Notice to Proceed, marking the beginning of the Phase I design and pilot; in November 2003, MTC issued a Notice to Proceed for Phase II implementation. In May 2009, the Commission approved assignment of the TransLink® Contract from Motorola, Inc. to Cubic Transportation Systems, Inc. With the assignment of the contract, effective July 2, 2009, Cubic assumed full responsibility for the design, build, operate and maintain contract.

In 2006, the previous Contractor reached the Revenue Ready milestone for AC Transit and Golden Gate Transit and Ferry. Revenue Ready was achieved for Caltrain and SFMTA in the first quarter of FY 08-09 and for BART during the fourth quarter of FY 08-09.

In the first quarter of FY 2012-13, Cubic continued work with VTA on integrating Clipper® software into VTA TVMs and progressed toward making Clipper® as a payment option at up to five SFMTA-operated parking garages. Cubic continued working with MTC to plan for the expansion of the system to the smaller agencies within the San Francisco region. Cubic completed installation of Add Value Machines (AVMs) at the San Francisco, Palo Alto and San Jose Diridon Caltrain stations.

Status: The contract amount for this project has increased but remains within the overall budget.

2. Communications Network — AT&T

Objective: To install the Clipper® communications network and provide communication services to connect Clipper® devices to computer servers and the central clearinghouse.

Progress: This contract was awarded in December 2000. AT&T continues to provide communication services. Golden Gate, AC Transit, SFMTA, Caltrain, BART, SamTrans and VTA have been fully implemented. The WETA implementation was completed during this period and other miscellaneous circuits were installed. Discussions regarding the conversion of the network to AVPN were also initiated.

Status: This project is within budget and on time.

3. Technical Advisor – CH2M Hill

Objective: Provide engineering, design, testing and acceptance support for the Clipper® implementation, as well as ongoing operations support of the Clipper® Fare Payment System.

Progress: During the first quarter, CH2M Hill provided ongoing support services to the Clipper® project and completed numerous tasks, including development, engineering support and drafting of multiple change notices and change orders. CH2M Hill also provided project support for planning of the implementation of Phase 3 of the Clipper® system. During the next quarter, CH2M Hill will continue to provide support services to the program under multiple tasks.

Status: This project is within budget and on schedule.

4. Marketing, Outreach, and Customer Service – Synapse Strategies

Objective: Provide marketing, public outreach and education, and customer service consulting for Clipper® card initiatives.

Progress: During the first quarter, Synapse Strategies oversaw the scheduling and implementation of outreach events related to the reinstatement of the \$3 card fee, the VTA youth fare media transition, the

availability of the Golden Gate Bridge 75th Anniversary commemorative card, and the official opening of the Oakland In-Person Customer Service Center, as well as preparing for the launch of Clipper[®] acceptance on two new San Francisco Bay Ferry routes on October 1. Synapse developed a program to engage community-based organizations around the region to provide free Clipper[®] cards to qualified transit riders on an ongoing basis. In addition, Synapse Strategies assisted with the development of a mail-in application process for senior and youth cards.

Status: This project is within budget and on schedule.

5. Marketing, Outreach, and Customer Service – Caribou Public Relations

Objective: Provide marketing, public outreach and education services for Clipper[®] card initiatives.

Progress: During the first quarter, Caribou Public Relations provided outreach services in support of the \$3 card fee reinstatement and the VTA youth fare media transition. Caribou conducted on-site events at schools and transit hubs, as well as provided informational materials about the VTA youth fare media transition to individual schools and school districts.

Status: This project is within budget and on schedule.

6. Marketing, Outreach, and Customer Service – MIG, Inc.

Objective: Provide marketing, public outreach and education services for Clipper[®] card initiatives.

Progress: MTC entered into a contract with MIG in March 2012 to implement public awareness, customer communication, customer education and strategic marketing services for the Clipper[®] program on an as-needed basis. During the first quarter, MIG oversaw and developed materials for multiple education campaigns, including the \$3 card fee reinstatement, the VTA youth fare media transition and the launch of Clipper[®] on additional San Francisco Bay Ferry services. MIG is also managing the Clipper[®] program's social media channels and changes to the website content on an ongoing basis.

Status: This project is within budget and on schedule.

7. Consultant Assistance, Project Management, Strategic Planning and Customer Service Operations – Invoke Technologies

Objective: Project management, strategic planning, and customer service operations support.

Progress: Invoke began work in the first quarter. The primary focus on their assignment is long-range and strategic planning related to Clipper[®] system technology and operations. Invoke staff attended meetings with Cubic Transportation Systems, Inc., participated in discussions with Transport for London, conducted research about peer programs, and gathered background information about Clipper[®]. In the upcoming quarter, Invoke staff will begin working directly with MTC staff to assess the current Clipper[®] system and make recommendations for long-range technology improvements.

Status: This project is within budget and on schedule.

8. Consultant Assistance, Card Distribution and Card Management – Acumen Building Enterprise

Objective: Oversight and strategic planning for Clipper[®] card and value distribution (retail sales, employer programs) and card base management (card procurement, inventory) initiatives.

Progress: Acumen did not perform services in the first quarter. MTC extended the contract with Acumen through FY 2012-13.

Status: MTC has extended this contract through FY 2012-13. Acumen will perform services on an as-needed basis.

9. Field Inspections of Clipper® Equipment and Technical, Management, and Staffing Support – Kimley-Horn and Associates, Inc.

Objective: Perform field inspections of Clipper® equipment and assist in oversight of the Clipper® Program's budget.

Progress: Kimley-Horn and Associates, Inc. performed field inspections of Clipper® equipment SFMTA's vehicles. Kimley-Horn and Associates, Inc. also provided budget/program finance support including calculations concerning annual price adjustment, long-range operating expenses, and current year expenses.

Status: This project is within budget and on schedule.

10. Customer Services – Nematode Holdings, LLC

Objective: Provide in-person Clipper® customer services at Transit Information Kiosk at Embarcadero BART/Muni station and the Bay Crossings store at the San Francisco Ferry Building

Progress: The in-person Clipper® customer service center (IPCSC) locations launched in January 2011. The two locations are able to provide more extensive Clipper® services than most Clipper® retail partners, including replacing Clipper® cards and issuing Youth and Senior Clipper® cards directly. During the first quarter, the IPCSCs replaced almost 3,500 Clipper® cards and issued over 4,700 new Senior and Youth Clipper® cards. In addition, both locations completed over 29,000 add value transactions. The Embarcadero station kiosk remains one of the top Clipper® sales locations.

Status: The contract amount for this project has increased but remains within the overall budget. The current period of performance for both contracts is through the end of FY 2012/13.

Work Element 1222 – Implement Regional Rideshare Program – (Non-CPG Funds)

Objectives: To work collaboratively with our county partners to: 1) provide information and assist commuters in reducing auto emissions, 2) mitigate traffic congestion region-wide by initiating and sustaining quantifiable modal shifts from single occupant vehicle trips to carpools and vanpools and, 3) initiate and sustain quantifiable employer transportation demand management programs.

Background: July 1, 2011 marked the beginning of a five-year contract with PB Americas, Inc. (PB) to operate the 511 Regional Rideshare Program. The program operates under an arrangement whereby employer outreach in five counties is delegated to county rideshare programs. The regional contractor (PB) implements all other tasks in those counties and coordinates with the county programs on tasks to be implemented in their respective counties. This five-year contract also includes general marketing and customer communications tasks for all projects within the 511 program.

Activities This Quarter:

Rideshare:

The contractor and the county rideshare programs continued to provide information services involving transportation alternatives to employers and the general public, via direct employer outreach and 511/511.org. There are two contractual performance measures and goals: (1) clients placed into carpools/vanpools and (2) active employers. (An employer is considered active if they meet minimum participation guidelines, as defined in the contract.) As of the end of September, 2012, the contractor is on track to meet/exceed its annual contractual goals, including:

- 1,297 clients placed (33% of annual goal).
- 2,124 active employers (118% of annual goal).

The Rideshare contractor implemented the following key activities:

- Continued to promote the 511 RideMatch System and add registrants,
- Continued to conduct employer outreach to encourage, implement and maintain worksite transportation programs,
- Continued to promote the Rideshare program via outreach to the media,
- Continued vanpool formation and support efforts, including the implementation of a new casual vanpooling program, processing of carpool/vanpool parking permits, FasTrak[®] accounts, and medical check-up reminders and reimbursements,
- Continued research on the NTD vanpool reporting program, in support of a recommended strategy for the Bay Area,
- Continued to promote the Schoolpool module to facilitate school-based ridematching.
- Finalized the small business survey and outreach study and produced a final report with lessons learned.
- Began preparations for additional employer outreach regarding a new commuter benefits bill (SB 1339), passed in September, 2012,
- Finalized a list of customizations and improvements to the Ridematching System and the SchoolPool system, to be implemented later this fiscal year.

MTC staff also began preparations for coordinating outreach, marketing and enforcement efforts related to the new commuter benefits bill (SB 1339). Throughout this fiscal year, staff will work with the Bay Area Air Quality Management District on coordinated outreach to employers in advance of the regional ordinance being enacted, and then will provide consulting services to employers once the ordinance is enacted. MTC staff continued coordination on the RRBP Contractor's recommendation to begin reporting vanpool miles to the National Transit Database, which would generate additional 5307 funds for the

region. Staff continued to research available fund source for data collection costs as well as investigate MTC reporting and auditing efforts that MTC would need to implement to support this effort.

511 General Marketing & Customer Communications:

Under a newly awarded contract, the contractor assumed 511 general marketing responsibilities.

The Marketing contractor completed the following key activities:

- Continued coordination and update of street banners in cities throughout the region,
- Continued coordination and update of the 511 brochure,
- Continued partnership with SF Travel (formerly the San Francisco Visitors Bureau),
- Developed and distributed items as part of the Media Launch Strategy for new 511 features and lead meetings to facilitate media coordination of launches,
- Continued development of informational posters for the 511 Traveler Information Center,
- Continued research of out-of-home/non-traditional advertising and brochure distribution options,
- Continued development of a media campaign to support new 511 Traffic and 511 Parking features,
- Finalized an update of the Getting There on Transit Guide brochure,
- Finalized and conducted a media campaign to support the Departure Times feature and new transit agencies integrated into Departure Times,
- Developed press and partner media kits for the 2012-13 America's Cup and assisted on coordination with partner agencies,
- Produced custom brochure stands for use in Northern California DMV offices and other public places (e.g., libraries), and
- Developed a draft plan to promote the 10 year anniversary of the 511 program.

Anticipated Activities Next Quarter:

Rideshare:

MTC, the RRBP contractor and county programs will continue to implement the rideshare and bicycling program. Some key contractor tasks for the next quarter include preparing for the implementation of SB 1339 and finalizing the recommendation for the NTD vanpool reporting effort.

511 General Marketing & Customer Communications:

MTC and the RRBP contractor will continue to implement 511 general marketing and customer communications activities. Some key contractor tasks for the next quarter include: continued development and implementation of the new features Media Launch Strategy, continued development and completion of media campaigns to support new 511 features.

Status: The project is on time and within budget.

Work Element 1223 – Operational Support for Regional Programs – (Non-CPG Funds)

This work element provides financial, technical, marketing and evaluation support for MTC's Regional Operations Program as needed including Clipper[®], 511 Traveler Information and the Hub Signage Program. In addition, the Regional Intelligent Transportation Systems (ITS) Architecture which is a plan for the integration of transportation technology project is maintained and updated under this work element. As such, this status report is organized in two parts: 1) Regional Transportation Marketing Program and 2) ITS/511 Technical Advisor Services.

1. Regional Transportation Marketing Program

Objective:

The objective of this program is to support MTC customer education staff and customer service project managers in delivering coordinated public relations and customer education campaigns, implementing and maintaining program web pages, and providing customer feedback mechanisms in order to promote customer service products.

Background:

Customer service products include Clipper[®], 511 traveler information services (including 511 phone, 511.org websites, the 511 Real-Time Transit program, the Regional Transit Information System, and the Regional Rideshare Program), Freeway Service Patrol, the Callbox Program, and FasTrak[®]. As of December 2011, only Clipper[®] activities will be reported since 511 marketing services are now delivered through different contracts in other MTC work elements.

Clipper:

Activity in First Quarter: During the 1st quarter of FY 2012-13, the Clipper[®] Contractor continued operating the Clipper[®] system on AC Transit, BART, Caltrain, Golden Gate Transit and Ferry, SamTrans, SFMTA, VTA, and San Francisco Bay Ferry. All aspects of the Clipper[®] system have seen increases in activity; average weekday Clipper[®] fare payments averaged 641,000/weekday for the quarter, an increase of 4% from the previous quarter. There were an average of 17.2 million total fee-generating transactions per month, and the program settled an average of \$32.3 million per month in transit operator revenue during the period. As of this past September, market penetration of Clipper[®] on each participating operator was: 28% for AC Transit; 53% for BART; 73% for Caltrain; 95% for Golden Gate Ferry; 38% for Golden Gate Bus; 52% for SFMTA; 34% for SamTrans; 28% on VTA; and 70% for WETA. In accordance with MTC Resolution No. 3866, MTC, the Contractor, and the transit agencies worked closely to continue the transition of one transit pass (VTA Youth) to Clipper[®]-only availability, which means that customers can still purchase the passes, but they must load the passes to a Clipper[®] card (as opposed to purchasing a paper version of the pass). Customer education activities focused on the transition of VTA Youth paper fare media to Clipper[®]-only availability.

The program continued work on existing expansion projects and began several new expansion initiatives during the quarter, including:

- MTC completed ticket vending machine (TVM) integration on VTA, allowing customers to add Clipper[®] cash or fare products offered by VTA, SamTrans, AC Transit, Caltrain and Muni.
- Clipper[®] increased its presence at the Oakland Customer Service Center, which included emphasizing language support in Spanish, Cantonese, and Mandarin.
- MTC and Golden Gate Bridge, Highway and Transportation District (GGBHTD) partnered to develop and distribute a collectible card commemorating the 75th anniversary of the bridge.
- Improvements to the interactive voice response (IVR) telephone system went into effect on

September 15. These improvements enable customers to get information about pending orders and actions, check account balances, access recent account history, add value to a card, request a replacement card, and get detailed information about Clipper® and transit agency products.

Anticipated Activity Next Quarter: Cardholders will be able to use multiple funding sources for employer programs (i.e., ability to supplement employer program-placed orders with a credit or debit card). Clipper® website customer interface improvements will be launched.

511:

The following activities occurred during the second quarter of fiscal year 2012/2013:

- Swirl's contract with MTC for Clipper® marketing officially ended on June 30, 2012. No further work will be conducted by Swirl for Clipper® under Work Item No. 1223. Clipper® customer education responsibilities will be under Work Item No. 1221.
- Swirl's contract with MTC for 511 Marketing, Web, and Communication Services officially ended on Dec 31, 2011. No further work will be conducted by Swirl for 511 under Work Item #1223. Marketing responsibilities are now under #1222 and web services will move under #1224 beginning this quarter.

Status: This project is within budget and on schedule.

2. Intelligent Transportation System (ITS)/511 Technical Advisor Services

Objective:

Provide technical advice to design, build, operate and maintain complex regional operations projects that rely on ITS technologies, including but not limited to the 511 Traveler Information Program, as well as to conduct evaluations and strategic planning for the region's ITS projects as needed.

Background:

MTC maintains a contract with Kimley-Horn and Associates (KHA) to serve as its technical advisor for ITS projects. The contract is 'task-order based' which means that MTC executes task orders for specific technical advisor services as needed. The contract term is from FY 2005/06 through FY 2012/13.

Activity Last Quarter:

- For 511 Transit, KHA tested new mobile applications (Droid and iPhone). KHA also tested the interface for the new multi-modal trip planner.
- For 511 Traffic, KHA conducted performance monitoring travel runs, compiled system usage statistics and reported results. They also provided technical guidance on the new 511 Traffic beta's user acceptance test, and reviewed the base map for placement and density of highway shields.
- For 511 Real-Time Transit, KHA conducted performance monitoring fieldwork on AC Transit, BART and WestCAT. KHA also tested 511's do-it-yourself departure times tool.
- KHA completed an on-line update of the San Francisco Bay Area's ITS Regional Architecture (RA), with the exception of posting a printed version. The RA is a blueprint for transportation systems integration in the Bay Area. The RA may be viewed at: <http://www.mtc.ca.gov/planning/ITS/>.

Anticipated Activity Next Quarter:

- For 511 Traffic, Transit and Real-Time Transit, KHA will provide technical advisor services as requested (still to be determined).
- KHA will finalize and post a printed version of the RA on MTC's website for download.

Status: This project is within budget and on schedule.

Work Element 1224 – Implement Regional Traveler Information Services – (Non-CPG Funds)

Traveler Information Systems Development

511 is the San Francisco Bay Area's regional traveler information system. The lead Contractor works with MTC, Caltrans, the California Highway Patrol, and area transit agencies to operate the 511 system and to develop and build enhancements to the data collection, data fusion, and data dissemination systems. The 511 Web Services Contractor supports data dissemination on the 511.org website through design, development, operations, and maintenance duties.

Activity Last Quarter: In the first quarter of FY 2013 activities were completed in the following key areas: project management, data dissemination, traffic and real-time transit data collection, Traveler Information Center (TIC) operations, performance monitoring, and web services. These activities are described in detail below.

Project Management:

During this quarter, staff executed change order 7 to the contract. Change order 7 reduced the fixed fee payment by \$350,000 for the last two years of the contract and reduced the contractual increase in labor rates from 4% to 3% in exchange for the elimination of performance penalties. The contractor was performing well enough where penalties were not a factor in contractor motivation.

Staff and contractor worked on finalizing the 2013 Annual Work Plan. Contractor continued its research into migrating the 511 system into the Amazon cloud. A task order to perform this work is expected in the next quarter. Contractor hired a third party to begin the bi-annual assessment of 511's data collection privacy policy. Lastly, Contractor worked with 511's texting provider on a new agreement. The provider's free texting period expired and the Contractor researched and negotiated a new rate with the provider.

Invoices continued to come in on time and in line with the project budget.

Data Dissemination:

In the first quarter, the 511 phone system continued its high usage based upon the increasing use of the 511 Departure Times tool. Additionally, both web and phone systems experienced higher-than-average usage during the Labor Day Dumbarton Bridge closure.

The 511 Contractor finalized user acceptance testing and launched the new 511 Traffic page and interactive traffic map. The new Traffic page will be monitored for any potential issues and will be part of standard operations and maintenance duties. The 511 Contractor began work on minor optimizations to the new page, including adding carpool lane and changeable message sign information to the map. The Contractor also worked on a new content management system for changing Traffic and MY 511 promo boxes, as well as new Application Programming Interfaces (APIs) (breaking traffic news and the 511 ticker) to be released to public developers.

The 511 Contractor completed the design work for new and enhanced transit and traffic phone features including streamlining the main menu options. The Contractor began its work on updating the phone voice recognition software. SamTrans' staff continued its testing of its real-time transit information coming into 511 Departure Times. Launch of SamTrans data is expected next quarter. 511 staff is also continuing to actively work with VTA, GGT, and Caltrain to integrate their real-time transit information. Work on the real-time transit hub sign display design enhancement to include scheduled departures and emergency messages continued. Work was delayed as staff uncovered complexities and differences in how the real-time transit system handled BART data versus how the Regional Transit Database (RTD) handled it. The new sign is expected to be launched in November, 2012.

Besides the traditional hub sign application, work on a new self-help style real-time transit information display (named “Transit Tracker”) application continued. Focus on hub sign and changes in scope to improve usability caused delay for the Transit Tracker application. Amended task order that incorporates the changed scope will facilitate completion of this application by November, 2012.

511 Contractor staff continued to provide ongoing Traffic website operations and maintenance support, including bug fixes, posting of promotional boxes, and other updates to content, including launch of an updated site-wide header and footer to include new 511 tools – 511 Parking and the Enhanced Trip Planner.

511 has initiated a project that will design and implement a comprehensive data exchange specification, Open511, that includes protocols for data sharing with other data providers and external developers. This specification will adopt available standards such as TMDD, GTFS, etc. when possible. In the next quarter a workshop of stakeholders will be convened to discuss and adopt an Open511 data exchange specification.

Data Collection and Processing:

Staff continued to work with the data collection sub-contractor on day-to-day traffic data collection and processing.

In the 1st quarter, staff worked with contractor for procurement of new traffic data from a GPS probe data vendor. Contractor was responsible for holding the procurement on behalf of MTC. The proposals were evaluated by an evaluation panel, comprised of staff, contractor, and Caltrans. A vendor was selected and contract negotiations are ongoing.

For the EDFS software replacement project in the 1st quarter, a decision was made to not proceed with integrating the TMCAL code and to task the 511 contractor with a complete ‘build to suit’ software package. Negotiations are on-going with contractor concerning the budget.

The GPS Analyzer software package has been completed.

Staff will continue to monitor, at a high level, the Connected Vehicles (formerly known as IntelliDrive and Vehicle Infrastructure Integration) activities at the state and national levels. Included in the Connected Vehicles monitoring is the Federal project for Dynamic Mobility Applications which includes traveler information applications. Staff is also monitoring the Automated Vehicles program.

Staff is holding a procurement for a traffic alert application for smartphones. Proposals are still being evaluated.

Staff have continued to convene regular meetings with Caltrans staff to discuss many issues related to traffic data collection including: accuracy/availability of traffic data, maintaining/repairing ETC sites, ensuring the accuracy/availability of driving times provided on changeable message signs and future data source possibilities.

Operations/Performance Monitoring:

511 played a large role in disseminating traveler information about transportation service and alternatives during both the August America’s Cup event and the Labor Day Weekend Dumbarton Bridge closure. The 511 website experienced above-average usage in September, and the 511 phone system received record high call volume in both August and September.

511 Operations at the Traveler Information Center (TIC) continued to run smoothly on a 24/7 basis. Staff met regularly with Contractor staff to discuss operational improvements, review response to major incidents, and to continue refining TIC Standard Operating Procedures.

Monthly 511 traffic performance monitoring duties continued to be managed in-house by MTC staff and performed by both MTC staff and contractors from Kimley-Horn Associates. Findings from monthly performance monitoring activities were submitted to the contractor each month. Staff meets with

Contractor staff on a quarterly basis to review the previous quarter's monthly performance monitoring reports. Based on findings, improvements are made to the accuracy of 511 traffic information.

MTC and Contractor staff continued to supplement the TIC Operator Manual, the TIC Supervisor Standard Operating Procedures, and the TIC Emergency Operating Procedures with lessons learned.

MTC and Contractor staff finalized and implemented protocols for a planned closure of the Dumbarton Bridge, which occurred in over Labor Day Weekend. Incorporating findings from the various closures, protocol preparations began for the upcoming San Mateo-Hayward Bridge closure, which is planned for two weekends in late October.

MTC and Contractor staff utilized the new HootSuite Twitter posting platform. It has functioned smoothly and successfully.

511 Web Services:

Civic Resource Group (CRG) serves as the 511 Web Services Contractor, providing 511.org daily operations and maintenance services, as well as site-wide design and development support.

Project Administration/Coordination: The Contractor conducted team communications and coordination, including regularly scheduled project status conference calls between MTC and CRG project managers. Contractor staff planned, drafted and submitted the MTC Long Term Vision and Strategy Document.

Web Design, Operations, and Maintenance: The Contractor performed operations and maintenance duties including promo box development, information related to scheduled bridge closures, and other updates to content. Contractor staff continued work on the new blog for MTC to use during emergency response and other planned regional transportation disruptions. The Contractor assisted in user testing and launch activities for the new 511 Traffic page and continued to provide design support for several on-going projects, including the Transit Tracker and the About 511 Parking page.

Reserve/Variable Services: The Contractor continued refinement of designs for the minor refresh of the 511.org home page to include a larger presence for transit information. Work continued on the launch of the Smart Driving pilot. Finally, the Web Services Contractor designed and developed 511 America's Cup pages, including banners and graphics for partners and 511 modal pages.

Emergency Support: No work during this quarter.

Anticipated Activity Next Quarter:

Project management:

Staff will execute a new change order to add approved Homeland Security Grant with matching Regional Measure 2 funds to design and implement a Content Management System (CMS) to empower MTC and Transit Agency staff to add emergency/special event messaging to MTC's network of digital displays at transit hubs.

Staff will work with Contractor to finalize a migration plan to move the 511 system from its current hosting facility in San Diego to a hybrid solution of 1) "cloud" hosting and 2) a more secure/reliable hosting facility. Contractor will finalize the 2013 Annual Work Plan and the bi-annual Privacy Assessment report.

Bi-weekly project management meetings will continue as will quarterly "cost-to-complete" budget analysis. The Change Control Board will continue to meet bi-weekly to ensure proper configuration management.

Data Dissemination:

Staff will complete and launch the enhanced regional transit hub sign and the Transit Tracker applications. Coordination for real-time information system integration for SamTrans and Caltrain, GGT, and VTA will continue. Dependent on transit agency schedules, staff anticipates the addition of SamTrans and VTA to 511 Departure Times. Integration of real-time configuration data into the Regional Transit Database will continue. The 511 Contractor will continue work on small optimizations related to the new 511 Traffic page. An Open511 data exchange specification will be finalized with input from stakeholders through a workshop.

Data Collection and Processing:

MTC and 511 Contractor will continue to monitor and maintain the data collection and processing systems, and additional traffic data collection enhancements to improve the quality and accuracy of traffic data will be scoped in preparation of future enhancements.

Staff will work with contractor to finalize the contract negotiations for new traffic data from a GPS probe data vendor. Staff will also work with contractor to determine the best method for receiving/ingesting the new traffic data including the possibility of moving the entire data collection system to the 'cloud'.

For the EDFS software replacement project in the 2nd quarter, the contractor will most likely commence work on a 'build to suit' software package.

Staff will continue to monitor, at a high level, the Connected Vehicles (formerly known as IntelliDrive and Vehicle Infrastructure Integration) activities at the state and national levels. Included in the Connected Vehicles monitoring is the Federal project for Dynamic Mobility Applications which includes traveler information applications. Also, staff will monitor the Automated Vehicles program.

In the 2nd quarter, Staff will determine whether to negotiate and execute the contract for a traffic alert application for smartphones, or not.

Operations/Performance Monitoring:

Staff will continue to provide oversight for TIC Operations and will continue to work with Contractor staff to update and review the TIC Operator Manual, the TIC Supervisor Standard Operating Procedures, and the TIC Emergency Operating Procedures to ensure documentation of procedures is current. MTC staff will continue to work with CHP to address negative impacts to using the upgraded CHP CAD system. Any impacts will be included in Contractor's monthly progress reports. MTC and Contractor staff will continue to prepare for and implement messaging protocol and special 511 informational pages for the planned San Mateo-Hayward Bridge closures, as well as for upcoming America's Cup events. Also, staff will continue to coordinate performance monitoring activities and will work with Contractor staff to refine performance monitoring procedures and improve the accuracy of traffic data presented on 511.

511 Web Services:

Contractor staff will work on the long-term evolution of 511.org. Contractor staff will also launch the 511.org home page refresh and work on a new mobile 511 Traffic map. The Contractor will perform routine operations and maintenance duties for the 511.org home page, and provide support on other variable web services, as requested.

Consultant Contracts

511 Traffic Contract, SAIC

Objective: To operate and maintain the existing 511 system and to design, implement, operate, and maintain enhancements to 511 phone and web features. The contract includes functional requirements for the areas of Project Management, Data Collection, Data Fusion, Data Dissemination, Operations, and IntelliDrive.

Progress: The Contractor is operating and maintaining the 511 phone and web systems and completing select enhancements. Contractor has created project protocols for reporting and addressing system issues and enhancement ideas.

Status: SAIC is running the 511 Traffic system and continues work on some system enhancements. The project is within budget. The pass-through budget continues to be close. Staff will work with SAIC to monitor it closely in the coming fiscal year.

511 Web Services Contract, Civic Resource Group

Objective: To operate and maintain the 511.org home page and provide design leadership for the 511.org suite of pages. To progressively transfer responsibilities (and their budgets) from the other 511 Contractors to this contract, such that the Web Services Contractor becomes responsible for all design, development, and operations and maintenance tasks associated with the 511 website, and possibly other dissemination channels.

Progress: The Contractor, CRG, is operating and maintaining the 511.org home page, as well as providing site-wide design and development support to other 511 contractors.

Status: The project is on schedule and within budget.

Work Element 1225 – Implement Regional Transit Information System – (Non-CPG Funds)
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Regional Transit Information System (RTIS)

The RTIS is operated by MTC to collect, maintain, update and distribute region-wide transit service information for the benefit of the traveling public and MTC's transit partners. The three main components of the RTIS are: 1) the Regional Transit Database (RTD), a central database and data management system containing current transit service data for over two dozen of the region's transit operators, 2) a regional transit trip planner and 3) the 511 Transit website (www.transit.511.org) and mobile website containing trip planning, schedule, route, fare, real-time transit and other information for transit agencies in the nine-county Bay Area. The database, application software, website and communication network are maintained by MTC and the project consultant. The RTIS project has also launched a Beta version of an enhanced, multi-modal trip planner (which will be developed further in an ongoing Phase II) with funding from the Urban Partnership Program, as well as a smartphone app for Transit trip plans and schedule information.

Activities this Quarter***Multi-Modal Trip Planner (Enhanced Trip Planner)***

- Continued to operate and monitor the Beta version of Phase I of the Enhanced Trip Planner. Added small new improvements and adjustments to Phase I as necessary. Continued scoping of tasks the detailed functional requirements for Phases II and III, which includes real-time information and a carbon calculator. Continued coordination with other UPP projects such as UPP Parking and 511 Traffic.
- Amended ETP task order to extend performance into 2013.
- Provided input and support to properly design the new Regional Rail & Hub map on the 511.org homepage refresh, as well as assisting overall review of the refresh.

Transit Features (for the transit website, mobile transit website, smartphone app)

- Continued to monitor and work on the upgrade version being prepared for the 511 Transit App, available on both Android and iPhone smartphone versions. The 511 Transit App is a multiple-agency public transit trip planner using GPS-based location tools and provides door-to-door transit trip planning and scheduled departure times for 720 routes and 23,700 transit stops in the region. The Android version was launched on February 22 and the iPhone version was launched on March 26. Began planning efforts to transition the developer name for the app in Google Play and iTunes App store from the trip planner vendor name to MTC. (MTC has recently set up an iPhone Developer account and will also be setting up a similar account in Google Play.). Interim version changes to both the app itself and a more major change to the iPhone operating system are creating a pause in the transition while we determine how to time and adapt to all these changes properly.
- Rolled out the trip planner's new lower fare preference function.
- Started preparing for interface work to include a larger set of business listings into the trip planner search capability (for the Transit trip planner and Enhanced Trip Planner web sections) using a vendor's business data API.
- Assisted in preparation for 511 display information about major events for America's Cup, Fleet week, and other large Bay Area events this Summer and early Fall.
- Monitored the newly launched transit custom schedule lookup feature on m.511.org.
- Finalizing work on website accessibility coding modifications based on prior accessibility reviews/recommendations for relevant portions of the website.
- To support an overall 511 program assessment of data needs of potential third-party developers, identified various transit-program specific Application Programming Interfaces (API) that could be of use to these external developers. Continued drafting an initial task order for the API

development effort, and revising some thoughts as to the approach after further discussions with potential 3rd party developers.

Project Data Collection, Operations and Maintenance and Project Management

- Finalized the amendment for the two-year contract extension, through June 30, 2014.
- Conducted regular monthly outreach to the 37 transit agencies/services included in the regional transit trip planner. This outreach helps ensure that 511 Transit receives and incorporates all agencies' latest schedules, fares, and route data in a timely manner.
- This quarter, integrated new sign-up data. Conducted extensive pre- and post-loading QA/QC for this signup data. Conducted routinely scheduled QA/QC for other agencies that did not have a scheduled signup during the quarter.
- Posted numerous announcements and a complete agency holiday service page on the website.
- Continued work on the project's technical documentation needs.
- Continued work on task order amendment to update 511 to use one database for configuration data provided by transit agencies instead of two. Currently transit operators provide two separate data feeds to 511: a feed with schedule information and a real-time vehicle departure time feed that share the same type of configuration data (e.g. route names, directions, and stop names).

Anticipated activities next Quarter

Enhanced Trip Planner

- Plan to finalize Phase II and III work scope and functional requirements, and submit functional requirements to UPP committee for review. Refine formal launch strategy, which is looking likely to include a media launch of the tool at the same time as the 10-year anniversary of 511 (December 2012).

Transit Features (for the transit website, mobile transit website, smartphone app)

- Launch a popup box on the transit website to recruit more users to try out the ETP on the 511.org pages, and refine and develop the business listings feature further.
- Review the latest version of the 511 Transit app and the impact of the new iPhone 5 and its operating system on launching our new app version. Continue working to implement the transition plan to show that MTC is the developer of the app (both Google Play and iTunes app store), but working within the new limitations and restrictions of the app and device operating systems developments.

Project Data Collection, Operations and Maintenance and Project Management

- Continue integrating new signup data for the region's transit agencies. Incorporate special transit service modifications, as needed (e.g., October America's Cup and Fleet Week-related activities, San Mateo Bridge closure). Conduct QA/QC for all updated data as well as for select other agencies not undergoing any signup changes during this period. Continue concerted efforts to lay the groundwork for RTT-RTD integration, including close coordination with agencies about to begin providing departure time data to 511.
- Amend task orders for time and task extensions as needed.
- Continue and complete (as possible) Amendment #8 (and associated task order) to add funds from a Port Security Planning Grant for an online tool that will allow ferry operators to enter emergency ferry schedule data. Complete discussion of issues and related task order for this work.
- Finalize task order for API development. Develop and complete task order for enhancements to the mobile website tools and features.
- Continue work on RTT-RTD integration.
- Revisit and possibly streamline the agreements currently in place for the trip planner clean interface, static transit data feed.

Status : Project expenses remain within the allocated budget.

Work Element 1226 – Implement & Promote Regional Bicycle Information System – (Non-CPG Funds)
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Objectives:

- To provide regional bicycling information to existing and potential bicyclists via 511/511.org and other media.
- To provide enhancements to existing bicycling information.
- To integrate a bicycle trip planning application into the bicycling web page.
- To market and promote the availability of regional bicycling information.
- To manage regional coordination and promotion of the annual Bike To Work (BTW) event.

Background

July 1, 2011 marked the start of a new five-year contract with PB Americas (PB) for regional rideshare and bicycling (RRBP) information services. The new contract consolidates bicycling information services, as well as adds overall 511 marketing and customer communications responsibilities. Additionally, the Bay Area Bicycle Coalition is under a separate contract to MTC to promote the annual Bike to Work events throughout the month of May.

Progress:

- *Bicycle Information Dissemination Operations:* The Regional Rideshare & Bicycling Program (RRBP) Contractor continued to regularly update content on the 511.org bicycling website, including information on bicycling safety classes and other events. The RRBP contractor attended several outreach events to promote bicycling services and information available via 511/511.org. The RRBP Contractor also continued to answer 511 bicycle calls. The RRBP contractor also completed work on inputting updated bikeway data into the 511 BikeMapper. The RRBP contractor finalized and launched the redesign for the 511 Bicycling website.

Bike to Work: Staff has drafted a contract amendment to extend the contract with the Bay Area Bicycle Coalition to deliver Bike to Work activities in May, 2013.

Anticipated Activities Next Quarter:

The RRBP contractor will continue to disseminate bicycle information via 511 (phone) and 511.org. MTC will finalize the contract amendment with the Bay Area Bicycle Coalition for Bike to Work 2013.

Status: The contractor is on time and within budget.

METROPOLITAN TRANSPORTATION COMMISSION (MTC)

(Non-CPG Funds)

RTP GOALS AND OBJECTIVES:

IMPROVE MOBILITY FOR PERSONS AND FREIGHT

PROGRAM SUBCATEGORY 1230

**WORK ELEMENT 1230: Improve Highway & Arterial Operations and Management
– (Non-CPG Funded)**

Major Tasks

- Emergency Communications Operations
- Arterial Operations Coordination

	Budget	Expenditure	% of Budget Completed
Operating Expense			
MTC (Incl. Indirect Costs)	\$ 326,890	\$ 53,981	
Consultant	1,486,000	32,565	
Total	\$ 1,812,890	\$ 86,546	
Revenue			
CMAQ	\$ 1,450,000	\$ 80,380	
STP	118,188		
General Fund/L.M.	229,390	3,835	
Local Funds	15,312	2,331	
Total	\$ 1,812,890	\$ 86,546	4.77%

Work Element 1228 – Emergency Communication Operations – (Non-CPG Funds)

MTC's Emergency Response and Security Program is comprised of the following elements: Regional Transit Security Working Group (RTSWG); Trans Response Plan Steering Committee (TRPSC); Regional Emergency Coordination Plan (RECP); Regional Emergency Management Transportation Plan (RTEMP) and Communication System Upgrades. This quarterly progress report summarizes program activity conducted during the Fiscal Year 2012-13, First Quarter period (July - September 2012).

Communication System Upgrades

MTC provided the 12 largest transportation agencies and nine County Emergency Management Agencies with stationary satellite phones to facilitate communication when traditional forms of communication are not available. Government Emergency Telecommunications System (GETS) cards were issued to key staff members of the largest 12 transportation agencies in the Fall of 2006. The Wireless Priority System (WPS) was added to most MTC-issued cell phones/Blackberries in the winter of 2006/2007. The General Managers of the largest transportation agencies were issued portable satellite telephones in early July 2007. Three portable satellite phones were issued to MTC staff in January 2008. Additionally, two mobile satellite phones were issued to WETA's Executive Director and MTC's Executive Director of Operations to bring the total to 16 administered by MTC. The 23 member stationary satellite phone Talk Group performs monthly communications checks and the 16 mobile satellite phone users perform one on one General Manager communication checks.

This quarter, the frequency and format of the mobile satellite phone communications check for transportation executives was changed to a one on one format. Once a year MTC staff will conduct emergency communication training with transportation executives to review the mobile satellite phone capabilities. This new format will allow each executive to ask questions and ensure they fully understand the phone's capability. Each executive will be shown basic functionality including instruction for use of the address book to complete a call, and the steps to answer voicemail.

MTC continues to pursue Cal EMA Coastal REOC stationary satellite phone numbers for the phones located in CalEMA vehicles. These numbers would be added to the MTC 23 member Talk Group. Coastal REOC communication department personnel has recently provided the mobile satellite phone numbers for their vehicles.

MTC stationary satellite phone service has successfully migrated from Lightsquared to Network Innovations.

Next quarter, the 23(REOC satellite phone removed 1/2012) member stationary satellite phone group will perform its monthly communications check. MTC will enter the mobile satellite phone numbers for communication units located in Cal EMA Coastal Region vehicles. MTC will continue to schedule and conduct mobile satellite phone one-on-one training with transportation executives.

Consultant Contracts

1. **SatComglobal** (formerly **World Communications Center (Iridium)**). In July of 2007, World Communications Center was contracted to supply 11 Mobile Satellite Phones for Transit Agencies, MTC, Caltrans, and CHP's executive staff to communicate in times of emergency when traditional forms of communication are not functioning. SatComGlobal has provided training to personnel receiving the phones. All hardware has satisfactorily been supplied to MTC. SatComGlobal continues to supply

monthly service for the phones. MTC administers 16 mobile satellite phones. The annual service contract expires in June 30, 2013.

2. Network Innovations (formerly Lightsquared, Sky Terra and Mobile Satellite Ventures). Network Innovations licensed contractor, RSSI (Santa Rosa based), supplied and installed the original 22 stationary satellite phones in the Fall of 2006 for the largest transportation providers, CHP, MTC, and eight county operational areas. The MSAT satellite phone system provides Talk Group and one on one communication capability. Network Innovations has provided the monthly air time service since the Fall of 2006. RSSI supplied a mobile version of the stationary satellite phone in the WETA EOC in June of 2011. In January, 2012, service for the Coastal REOC office at 1300 Clay St., Oakland was terminated due to the office closing. This brought the total MTC Talk Group number to 23 phones. The monthly and per minute charges have not changed since obtaining the satellite phone system in the Fall of 2006. The annual service contract expires June 30, 2013.

Work Element 1234 – Arterial Operations Coordination – (Non-CPG Funds)

This work element encompasses the Arterial Operations Program, which provides assistance to Bay Area jurisdictions in their efforts to improve traffic operations on arterial streets by sponsoring various projects that deal with signal coordination and other arterial operations issues. The program helps in developing and implementing initiatives to promote improved arterial operations and supports the Arterial Operations Committee (AOC) as a forum for discussion of issues and lessons learned for both public and private agencies. The program provides direct benefits through programs that reduce travel time and emissions and enhance safety on arterial streets, as well as indirect benefits through programs that help local traffic engineers do their jobs more efficiently and effectively.

The work done during the First Quarter (July 1 – Sept. 30, 2012) of FY 12/13 on various Arterial Operations programs is listed below:

Arterial Operations Committee (AOC)

The Arterial Operations Committee (AOC) is comprised of local traffic engineers and consultants who meet once every two months to discuss various programs overseen by the Committee, regional projects that may have impacts on arterials, and other relevant issues, such as air quality conformity, status of funding obligations, upcoming grant and training opportunities, and new publications.

Activity This Quarter: The AOC meetings were held on July 10, 2012 and Sept. 11, 2012 during this quarter. At this meeting updates on various arterial operations programs and the RTP were presented to the AOC members.

Anticipated Activity Next Quarter: The AOC will meet in Nov. to discuss the status of the various arterial operations programs.

Technology Transfer Program (Tech. Transfer)

The Technology Transfer Program offers free, half-day seminars on a variety of topics of interest to local traffic engineers. The Tech Transfer seminars include technical presentations by topic experts as well as presentations from local engineers on recent projects in the Bay Area.

Activity This Quarter: AOC members selected “Traffic Data Collection Technologies on Arterials” as the potential topic for the next Tech Transfer Seminar. Staff developed a preliminary outline and presented it at the Sept. AOC meeting for discussion/review. This seminar will provide an overview of various data collection methodologies including the new systems that use the latest technology.

Anticipated Activity Next Quarter: The outline will be finalized and potential speakers will be contacted and local project examples will be identified. The seminar will be held in the second quarter of FY 12/13 based on the availability of potential speakers and auditorium.

Program for Arterial System Synchronization (PASS)

The purpose of the Program for Arterial System Synchronization (PASS) is to provide technical and financial assistance to Bay Area agencies to help improve the safe and efficient operation of certain traffic

signal systems and corridors. The Transportation 2035 Plan provides approximately \$1.25 million per year in CMAQ funds for traffic signal coordination under PASS. MTC will administer and manage this program, but the primary responsibility for the operation and retiming of traffic signals resides with the agency that owns them. Projects are defined by local agencies, evaluated by MTC staff, and assigned to consultants retained by MTC.

Activity This Quarter: The updates on various cycles of the PASS are listed below:

- **PASS FY 11/12 Cycle:** This cycle has a total of 21 projects consisting of 362 traffic signals from eight counties in the Bay Area. All the corridors in 20 projects have been implemented and fine-tuned. The travel-time studies have been conducted for all projects to evaluate the project benefits. The Final Project Reports, including the benefit-cost analysis were reviewed and approved by respective stakeholders. The one outstanding project with City of Petaluma/Caltrans has been delayed due to construction activity on the corridor.
- **PASS FY 12/13 Cycle:** This cycle has a total of 17 projects consisting of 339 signals. The individual project kick-off meetings for all the projects are completed with Caltrans and local agencies. The Work scope, Schedule and Budget for all the projects has been reviewed and finalized.

Anticipated Activity Next Quarter: The only outstanding project from the FY 11/12 Cycle with the City of Petaluma and Caltrans will be completed. MTC will work closely with the consultants and participating agencies to ensure that all projects in the FY 12/13 Cycle are on schedule.

Bay Area Signalized Intersection System (BASIS)

As part of the MTC's ongoing efforts to improve the safety and efficiency of the roadway infrastructure within the nine county Bay Area, the Arterial Operations Program introduced the new Bay Area Signalized Intersection System (BASIS) database effort. The BASIS database will function as a central repository of information regarding signalized intersections throughout the Bay Area. In addition to basic location information, it will have information related to the technological design and coordination status of each traffic signal in the region. The database includes a spatial, online mapping system that will be very helpful in performing queries, generating reports, and producing cartographic representations for internal use.

Activity This Quarter: Staff worked with the GIS staff to incorporate the data received from the Santa Clara County and other jurisdictions into the BASIS database. Under the supervision of the staff, the intern made an outreach to other PASS agencies to provide data to the database.

Anticipated Activity Next Quarter: This data received from some of the local agencies will be incorporated into the BASIS database.

Consultant Contracts

1. Program for Arterial System Synchronization (FY 12-13)

Progress: MTC selected three consultants in FY 10/11 with the option to renew for two one-year periods. Following the approval of the Ops Committee, all three contracts were extended for FY 12/13.

Status: The contracts with Kimley-Horn and Associates, TJKM Transportation Consultants, and URS Corporation were executed during the 1st quarter of FY 10-11 and extended through FY 12/13 to cover the third cycle of the program.

METROPOLITAN TRANSPORTATION COMMISSION (MTC)

(Non-CPG Funds)

RTP GOALS AND OBJECTIVES:

SUPPORT REGIONAL TRANSPORTATION INVESTMENTS

PROGRAM SUBCATEGORY 1510

WORK ELEMENT 1510: Support Regional Transportation Investments – (Non-CPG Funded)

Major Tasks

- Pavement Management Program (PMP)
- New Freedom Planning
- Regional Assistance Programs and Project Reviews
- State Programming, Monitoring and STIP Development

	Budget	Expenditure	% of Budget Completed
Operating Expense			
MTC (Incl. Indirect Costs)	\$ 1,938,826	\$ 332,941	
Consultant	500,000	345,039	
Total	\$ 2,438,826	\$ 677,980	
Revenue			
General Fund/L.M.	\$ 1,529,586	231,085	
Local Funds	909,240	-	
Other FTA		14,804	
STP		163,365	
STIP		102,509	
PTAP/L.M.		19,073	
Pavement Management/L.M.		147,144	
Total	\$ 2,438,826	\$ 677,980	27.80%

Work Element 1233 – Pavement Management Program (PMP) – (Non-CPG Funds)
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Local Streets and Roads Working Group

The Local Streets and Roads Working Group (LS&RWG) is comprised of local agency public works officials and staff. In this quarter, the LS&R Working Group participated in the kick-off of the OneBayArea grant program, and discussed developments at the state and federal levels related to the funding and delivery of local street and road projects.

Software Development

Development effort for asset management is on-going. The current effort emphasized GIS-driven solutions. The StreetSaver Executive Dashboard, designed to give upper management a snapshot of existing inventory statistics, pavement conditions, and remaining life, is in the final draft. The QA testing of MobileRater for Android has been completed and retested with release planned for early next quarter.

The new controls for StreetSaver's GIS Toolbox have been implemented this quarter with improved performance throughout the system. Bing Map is also being introduced as a new feature.

A technical fix has been completed to refresh the regional LSR basemap quicker. The approach is related to using vector (coordinates) to refresh the regional map.

Training and User Services

(Includes Software Hotline Support, training program, and User Week)

Pavia Systems finished the Pavement Distress online courses – MTC's 7-distress protocol and ASTM D6433 (Paver) 20-distress protocol. There are now 3 self-paced online courses available.

The next User Week is scheduled to take place next quarter on October 29 through November 1, 2012.

Pavement Management Technical Assistance Program (P-TAP)

P-TAP 13 projects are underway and include 42 pavement management projects, seven PS&E projects and one asset management project. This is the final round of the existing three-year contract with P-TAP consultants.

Staff has released a new RFQ for P-TAP Rounds 14 through 17, and is currently reviewing the Statements of Qualifications. Staff is concurrently evaluating the applications from jurisdictions for Round 14 projects. Staff plans to go to the Programming and Allocations Committee with guidelines for the project selection process in November and to the Administration Committee with proposed contract amounts for selected P-TAP consultants in December.

Work Element 1514 – Regional Assistance Programs & Project Reviews - (Non-CPG Funds)

Performance Audits (Consultant)

During the 1st quarter, MTC's Performance Audit consultant, Mundle and Associates, held exit conferences to discuss the TDA compliance phase with the seven transit operators audited in FY2011-12. The operators audited were Golden Gate Bridge Highway and Transportation District (GGBHTD), SamTrans, City of Dixon, City of Rio Vista, City of Vacaville, City of Vallejo, Napa County Transportation Planning Authority (NCTPA), Tri Delta Transit (ECCTA), and Western Contra Costa Transit Authority (WestCAT).

Next quarter, the 2nd quarter of FY2012-13, the current Performance Audit consultant, Mundle and Associates, will prepare a presentation of findings for the Programming and Allocations Committee regarding the operators referenced above for the FY2011-12 performance audits. MTC will complete the procurement of the Triennial Audit consultant for the next three-year cycle. The selected consultant will audit MTC and the following operators for FY2012-13: San Francisco MTA, SCVTA, LAVTA, City of Union City, and Fairfield and Suisun Transit (FAST).

Allocations

During the first quarter, the following activities occurred:

1. Reconciled FY 2011-12 State Transit Assistance (STA) funds to actual generations. Rescinded \$3.4 million in STA funds to bring allocations in line with actual receipts.
2. Revised the FY 2012-13 Fund Estimate, MTC Resolution 4051.
3. Allocated the following FY 2012-13 funds by resolution

Funds	Amount	Resolution
Transportation Development Act	\$ 221.1 million	4061
State Transit Assistance	\$ 113.4 million	4062
AB 1107, ½ cent sale tax, PUC 29142.2(b)	\$ 65.2 million	4063
Regional Measure 2	\$ 30.4 million	4059

4. Reviewed claim applications and allocated funds via the Executive Director's Delegated Authority (MTC Resolution 3620) in the net amount of \$33.1 million. Funds include, TDA, STA, RM2, and Bridge Toll (AB 664).
5. Produced Quarterly Report of Executive Director's Delegated Authority Actions for Commission information.

Work Element 1515 – State Programming, Monitoring & STIP Development – (Non-CPG Funds)

2012 STIP

FY 2012-13 is the first year of the recently-adopted 2012 STIP. Staff worked with staff of Caltrans, the California Transportation Commission (CTC), Congestion Management Agencies (CMAs), and project sponsors to deliver projects in the region. The State is currently allocating STIP projects as they are requested.

State Transportation Infrastructure Bond

The passage of Proposition 1B on November 7, 2006 allowed for additional effort on a number of new programs. Staff continued to work with CTC and Caltrans staff on various bond programs, including the Trade Corridor Improvement Fund (TCIF) and Traffic Light Synchronization Program (TLSP).

Corridor Mobility Improvement Account (CMIA)

The Bay Area delivered all remaining CMIA projects in the region by June 2012. Staff continued to work with Caltrans and CMA staff to monitor CMIA projects under construction. Activities included submission of quarterly progress reports and monthly update meetings with CMA and Caltrans, staff on CMIA project updates.

Trade Corridor Investment Fund (TCIF)

Staff worked closely with the Northern California Trade Coalition and project sponsors to ensure all projects are able to be delivered in the TCIF program by the 2013 deadline. Staff presented a status update to the CTC in September on projects that have not yet received an allocation.

SB 45 Oversight

The Programming and Delivery Working Group met twice in the first quarter. The July meeting was held in conjunction with the Local Streets and Roads Working Group. There was no meeting in August, and the PDWG met individually in September. Topics of discussion included STP/CMAQ and STIP project monitoring and delivery, inactive federal obligations, Federal block grant program, One Bay Area Grants, and various Proposition 1B programs.

STIP Amendments and Extensions

The Programming and Allocations Section will continue to submit, where appropriate, amendment and extension requests to the CTC.

STIP Project Monitoring

Reports showing the progress of STIP projects in meeting SB 45 deadlines are distributed to partner agencies via email and at the Programming and Delivery Working Group and PTAC. Through these groups, CMAs and project sponsors are updated monthly on the status of project allocations and awards information in order to meet the SB 45 deadlines. To facilitate deadline tracking, the project allocation status now includes project award deadline tracking.

Traffic Congestion Relief Program

Staff is working with project sponsors to maximize TCRP allocations. In FY 2012-32 the CTC has the capacity to make about \$85 million in allocations to the TCR Program. TCRP allocation capacity is already fully committed.

Work Element 1518 – New Freedom Planning – (Non-CPG Funds)

Objective: The purpose of the New Freedom program is to provide grants for new capital and operating projects aimed at reducing transportation barriers faced by individuals with disabilities, beyond the requirements of the Americans with Disabilities Act of 1990.

Progress:

- Staff continues to monitor the implementation and administration of Cycle 1-4 New Freedom projects.
- Staff prepared funding agreements for the Cycle 4 subrecipients. As of the time of this report, seven of the 13 Cycle 4 funding agreements were fully executed and six were with the project sponsors for signature.

Status: The project is on time and within budget.

Anticipated Activity Next Quarter:

- Staff will continue to monitor the Cycle 1-4 program and provide required reports on program activities.

METROPOLITAN TRANSPORTATION COMMISSION (MTC)

(Non-CPG Funds)

SUPPORT THE COMMISSION

PROGRAM CATEGORY 1150

WORK ELEMENT 1150: Agency Management

Major Tasks

- Financial Management
- Administrative Services
- Building Maintenance
- Information Technology Services

			% of Budget
	Budget	Expenditure	Completed
Operating Expense			
MTC (Incl. Indirect Costs)	\$ 472,377	\$ 75,859	
Consultant	1,030,000		
Total	\$ 1,502,377	\$ 75,859	
Revenue			
General Fund	1,077,377		
Local Funds	425,000	75,859	
Total	\$ 1,502,377	\$ 75,859	5.05%

Work Element 15.1 – Agency Management

Affirmative Action/Equal Employment Opportunities Program

Affirmative action activities for equal employment opportunities focused on recruitment efforts, which included outreach by mailing MTC job announcements to many diverse organizations, running employment ads in minority newspapers, and attending job fairs.

APPOINTMENTS

This listing identifies those vacancies that have been filled during this reporting period (July 1 – September 30, 2012). Appointments may be the result of formal recruitments (conducted in previous and current quarters), re-employment of former MTC staff, and/or other direct placement of temporary MTC personnel.

Regular Positions: (8)

- 1 Section Director, Administrative & Technology Services (A&TS)
- 1 Section Director, Electronic Fare Payments (new section)
- 1 Section Director, Planning (PLN)
- 1 Revenue Manager (Fin)
- 1 Principal, Lane Operations (EPS)
- 1 Principal, Transportation Management & Coordination (OPS)
- 1 Principal, Planning for Operations (OPS)
- 1 Principal, SAFE & BATA (OPS)

Temporary Positions: (2)

- 1 Accountant/Auditor I (Fin)
- 1 Regional Prosperity Plan Grant Manager (Plng)

GENDER AND ETHNICITY SUMMARY

Gender: 4 males; 6 female

Ethnicity: 5 Asian; 4 Caucasian; 1 African American

<i>Detail:</i>	3 White male	1 White female
	0 African-American males	1 African-American female
	0 Hispanic males	0 Hispanic females
	1 Asian males	4 Asian females

Anticipated Activity for 2nd Quarter/Jul-Sep (FY 12-13): Regular recruitment efforts continue to include a variety of outreach methods, including mailings of MTC job announcements to diverse local and regional organizations and running employment ads in minority newspapers. Staff will continue to maintain up-to-date EEO activity data on applicants for MTC positions, as well as maintaining current employee information in the Human Resources database. This data is essential for developing projections for MTC's future EEO program.

Human Resources expects to complete placements of up to Fifteen (15) regular, and three (3) temporary positions during the second quarter (Oct 1 – Dec 31, 2012). The regular requirements will be the result of retirements, creation of new positions, and internal transfers. HR will start its two 2013 summer internship programs: High School Internship Program and MTC's College Internship Program.

Anticipated Activity for 2nd Quarter (FY 12-13) Recruitment Activity: Human Resources expects to complete the following recruitments and appointments:

15 Regular positions:

- 1 Principal, IT Manager (A&TS)
- 1 FSP Program Technician (OPS)
- 1 Assist/Assoc. Clipper Budget Analyst/Prg. Mgr.(OPS)
- 1 Information Technology Manager (OPS)
- 1 Fastrak Program Coordinator (EPS)
- 1 Sr Program Coordinator – ATCAS (EPS)
- 1 Sr Clipper Program Coordinator (EPS)
- 1 Sr Project Delivery Manager (OPS)
- 1 Associate Trans Plnr /Analyst , Plng for Corridor Ops & Mgmt (OPS)
- 1 Sr Trans Engineer, Plng for Corridor Ops & Mgmt (OPS)
- 1 Sr Program Coord. for 511 (OPS)
- 2 Assist/Assoc. Project Program Coord (OPS)
- 1 Sr Program Coordinator (P&A)
- 1 Assist/Assoc Program Coordinator (P&A)

3 Temporary positions:

- 1 Network Systems Engineer (OPS)
- 1 Contract Administrative Assistant (OPS)

1 GIS Assistant (PLN)

Work Element 1152 – Financial Management – (Non-CPG Funds)

Accounting:Activity Last Quarter:

- Continue monitoring of sales tax revenues to make payments to claimants.
- Work with project managers to track project costs.
- Work on closing out grants for FY 2011-12.
- Track ongoing contract compliance audits.
- Prepared work papers for external auditors onsite for start of A-133 single audit fieldwork.
- Work with vendor for CAFR online software to prepare FY2011 -12 CAFR
- External auditors on site for audit August 2012.
- Track ongoing contract compliance audits.
- Continued to revise the monthly Request for Reimbursement form with Caltrans personnel.
- Continued invoicing to funding sources.

Anticipated Activity Next Quarter:

- Audit with external auditors completed.
- Carryover prior year contract encumbrances.
- Closeout prior year on IFAS with closing entries.
- Audit presented to Commissioners by outside auditors
- Continued invoicing to funding sources.
- Track ongoing contract project costs.
- Distribute fiscal yearend audit report to outside funding sources and other agencies.
- Prepare for upgrade of financial system.

Budget:Activity Last Quarter:

- Prepare final expenditure report for FY11-12 to send to Caltrans.
- Continue work on capital projects.
- Input all agency budgets into IFAS for FY12-13.
- Review new reports coded for IFAS.
- Analyze final budget versus actual for FY11-12
- Work with external auditors on budget questions.
- Continue to streamline grant reporting process.

Anticipated Activity Next Quarter:

- Monitor operating and capital budgets for FY12-13.
- Apply for grants for FY12-13.
- Continued work on capital projects.
- Monitor grants for expirations.
- Prepare monthly financial statements to Committee.
- Prepare schedules for long term federal grants.
- Prepare trend report in preparation for next budget year.

Financial Management:

On-going audits of Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, Service Authority For Freeway and Expressway, Congestion Mitigation and Air Quality, Transportation System Management, and Transportation Development Act as needed.

Consultant Contracts:

1. Financial and compliance audit – ongoing. Prepared financial statements for MTC’s audit and work with external auditors to complete fiscal year audit June 30, 2012. Presented financial statements to Commission for approval.
2. Audits for consultants – various contract audits performed by outside audit firms for contract and grant compliance. Work on contracts for new audit firms for compliance audits.

Objective: To prepare for financial and compliance audit, report financial statements monthly.

Progress: On-going

Work Element 1153 – Administrative Services – (Non-CPG Funds)
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DISADVANTAGED BUSINESSS ENTERPRISE PROGRAM

Activity 1st Quarter FY 12/13:

Since June 2, 2009, MTC has met the race conscious Disadvantaged Business Enterprise (DBE) program requirements as per MTC's implementation agreement with Caltrans. On January 28, 2011, DOT published revisions to 49 Code of Federal Regulations (CFR) Part 26 to improve the administration of DBE programs. Among the changes included in the revised regulations is a requirement that recipients of Department of Transportation (DOT) funding take "all reasonable steps" to facilitate competition by small business concerns (not just DBEs). The DOT requires active implementation of this specific Small Business Enterprise (SBE) component as a means of increasing DBE participation on a race neutral basis. In 2006, the Metropolitan Transportation Commission (MTC) entered into an Implementation Agreement with the California Department of Transportation (Caltrans). Under this Agreement MTC agreed to implement the Caltrans DBE Program Plan, as such, MTC will adopt the Caltrans DBE SBE program upon its issuance/approval.

As directed in the June 15, 2012, letter from the FHWA, Caltrans transitioned to the New Race Conscious (RC) DBE Program which applies to all Caltrans and Local Agency transportation projects funded by FHWA. To comply with the new RC DBE Program as required by Caltrans, MTC has revised its contract and procurement documents to reflect the revised language/requirements listed in the Caltrans Local Assistance Procedures Manual (LAPM).

The Contract Compliance Manager participated in monthly meetings with the Northern Cluster of the California Uniform Certification Program (CUCP), and reviewed federally-funded contracts and solicitations to ensure the appropriate DBE clauses and requirements are included.

The Contract Compliance Manager continues to work with the other transit agencies in the Business Outreach Committee (BOC) to provide race neutral outreach to DBE and SBE's. MTC also actively participates in the Caltrans Calmentor program, attending the meeting on July 26, 2012, to provide technical assistance and inform attendees of upcoming contract opportunities, including those associated with the Regional Agency Headquarters located at 390 Main Street, San Francisco, CA.

Anticipated Activity for 2nd Quarter FY 12/13:

The Contract Compliance Manager will continue to: 1) attend monthly CUCP meetings and quarterly Calmentor events; and 2) meet monthly with transit agencies as the BOC, and pool resources to hold quarterly outreach events targeted at SBE, WBE and DBE's. The Contract Compliance Manager will also finalize the FY 10/11 and FY 11/12 DBE actuals.

Administrative Services Section provides ongoing operational support service to the agency. In addition to ongoing administrative services such as purchasing and procurement services, motor pool service and safety programs, MTC staff has continued to engage in the following activities:

1. The GSU copy center continued to provide all requested documents and copies on time and with the highest quality. Backup copy center operators have been trained to cover the primary functions if needed.
2. Office lights have been checked and replaced within MTC.
3. Additional staff internal moves conducted by staff due to re-assignment and retirements.
4. Ergonomic adjustments made as indicated by ergonomic consultant.

5. Two large off-site meetings were conducted including one at the location of MTC's new offices at 390 Main street.
6. 511 sign hangers added to Lakeview conference room.
7. Several MTC carpet tiles were replaced do to fading and staining.

Anticipated Activity Next Quarter:

- Ongoing purging of storage spaces and obsolete equipment
- Staff will be begin training on emergency procedures.
- Another MTC off-site meeting is planned for 390 Main street.
- Document management planning will begin.

Human Resources Overview

1st Quarter/Jul to Sep (FY 12-13) Activities:

- 1 Organizational Structure Project – focus of HR team was on organizational restructuring activities in support of Executive and Section leadership.
- 2 Planning and Administration of Open Enrollment – annual phase one of open enrollment.
- 3 MERT Training – Continuation of MetroCenter emergency training of MTC, ABAG, and BART staff managed by MTC HR.
- 4 Recruiting – reorganization work led to heavy recruiting activity.
- 5 9/80 Scheduling Option – picked up activity with CSR, Executive Office and Section Management on implementation of compressed work week schedule.
- 6 State Pension Reform – tracked and analyzed AB340, California pension reform bill.

Recruitment:

This information reflects recruitments that were completed during this reporting period, inclusive of appointments, and those recruitments whose application process closed but have interviews or appointments pending.

Recruitments Completed/Appointments Made:

8 Regular positions:

- 1 Section Director, Administrative & Technology Services (A&TS)
- 1 Section Director, Electronic Fare Payments (new section)
- 1 Section Director, Planning (PLN)
- 1 Revenue Manager (Fin)
- 1 Principal, Lane Operations (EPS)
- 1 Principal, Transportation Management & Coordination (OPS)
- 1 Principal, Planning for Operations (OPS)
- 1 Principal, SAFE & BATA (OPS)

2 Temporary positions:

- 1 Accountant/Auditor I (Fin)
- 1 Regional Prosperity Plan Grant Manager (Planning)

[1] High School Internship Program – 50 High School Interns through Summer High School Internship Program

[2] College Internship Program – 16 College Interns for summer program.

Anticipated Recruitments – 2nd Quarter/Oct to Dec (FY 12-13):

- 1 Principal, IT Manager (A&TS)

- 1 FSP Program Technician (OPS)
- 1 Assist/Assoc. Clipper Budget Analyst/Program Manager (OPS)
- 1 Information Technology Manager (OPS)
- 1 Fastrak Program Coordinator (EPS)
- 1 Sr Program Coordinator – ATCAS (EPS)
- 1 Sr Clipper Program Coordinator (EPS)
- 1 Sr Project Delivery Manager (OPS)
- 1 Associate Trans Planning /Analyst, Planning for Corridor Ops & Mgmt (OPS)
- 1 Sr Trans Engineer, Planning for Corridor Ops & Mgmt (OPS)
- 1 Sr Program Coord. for 511 (OPS)
- 2 Assist/Assoc. Project Program Coord. (OPS)
- 1 Sr Program Coordinator (P&A)
- 1 Assist/Assoc Program Coordinator (P&A)

Temporary positions:

- 1 Network Systems Engineer (OPS)
- 1 Contract Administrative Assistant (OPS)
- 1 GIS Assistant (PLN)

- [1] General Recruiting- Continue with restructuring recruiting and retirement replacement recruiting.
- [2] Attend annual NeoGov Training and Conference.

Classification and Compensation

1st Quarter/Jul to Sep (FY 12-13):

Restructured Principal and Attorney classification salary range.

Prepared scope bullet points for consultant search for organizational and compensation study.

2nd Quarter/Oct to Dec (FY12-13):

Post of RFP for total compensation consultants.

Employee Performance and Recognition

1st Quarter/Jul to Sep (FY 12 - 13):

No activity

2nd Quarter/Oct to Dec (FY12-13):

All staff with employee tenure recognition awards.

Training

1st Quarter/Jul to Sep (FY12-13):

- [1] Launch California Harassment Prevention Training for Supervisors
- [2] Launch and administer Updated MERT Training (Session #1)
- [3] Complete LEP Training

Anticipated 2nd Quarter/Oct to Dec (FY12-13):

- [1] Launch Emergency Preparedness Training Events- Fire Extinguisher by Oakland Fire Department
Basic First-aid, CPR and AED by Cintas, Personal Emergency Preparedness home and work by

- Cintas, American Red Cross Get Ready Program
- [2] Launch and administer updated MERT training (session # 2)
 - [3] Launch 300 MindLeaders Premium Online Courses on CSOD
 - [4] Continue development of Executive Leadership Course for MTC's Principal and Section Director Staff
 - [5] Complete California Harassment Prevention Training for Supervisors

Benefits

1st Quarter/Jul-Sep (FY12-13) Activity:

- [1] Prepared and execute annual COLA salary adjustment effective July 1, 2012
- [2] Coordinated CalPERS and ICMA 457 deferred contribution Service Days in July and August
- [3] Coordinated American Heart Association annual Heart Walk on September 13, 2012
- [4] Managed Open Enrollment for medical, dental, vision and voluntary term life insurance
- [5] Coordinated MTC/ABAG annual Employee Health Fair held on September 25, 2012
- [6] Processed benefits for nine regular new hires
- [7] Managed several FMLA leaves

Anticipated 2nd Quarter/Oct-Dec (FY12-13):

- [1] Process all open enrollment changes for medical, dental, vision and voluntary term life insurance
- [2] Attend annual CalPERS Educational Forum
- [3] Coordinate CalPERS and ICMA 457 deferred compensation Service Days in November
- [4] Coordinate open enrollment for Flexible Spending Accounts
- [5] Communicate important year end reminders
- [6] Renew WageWorks Commuter Benefits Contract
- [7] Review additional no-cost benefit options (AFLAC, 457 loan programs)
- [8] Assist with implementation of new Catastrophic Sick Leave program and new 9/80 Compressed Workweek Schedule option
- [9] Prepare to implement retirement plans changes mandated by pension reform.

Work Element 1157 – Building Maintenance – (Non-CPG Funds)

Activity 1st Quarter 7/1/2012 – 9/30/2012:

RAFC is a non-profit mutual benefit corporation formed in 1983 to provide project management to the Joseph P. Bort MetroCenter. The Joseph P. Bort MetroCenter is occupied by its three owner-members: the Metropolitan Transportation Commission (MTC), the Association of Bay Area Governments (ABAG), and the San Francisco Bay Area Rapid Transit District (BART).

The ongoing RAFC building management and maintenance activities authorized by the RAFC Board of Directors and carried out by several MTC staff and contractors, as appropriate, accomplished the following work:

1. The RAFC Board decided to have BART install monitoring of power leaving the Metrocenter in lieu of installing sub metering devices throughout the building.
2. Additional earthquake fastening of furniture to walls was completed.
3. Removed heavy furniture from 3rd floor office.
4. Painting of several offices
5. Installed new handles on the ground floor restrooms
6. Informal bids were collected to conduct cafeteria exhaust hood
7. Replaced screens in cafeteria outer doors.
8. Grease trap in cafeteria was replaced
9. P-Traps in cafeteria were replaced.
10. All stack chairs had their levelers and feet replaced.
11. Pigeon spikes were re-installed on the roof.
12. Ground floor VCT tiles replaced after BART contractor damaged them.
13. BART UPS was replaced.
14. Graffiti removal around building.

Anticipated Activity Next Quarter:

- Replace all batteries in emergency lighting
- Replace cafeteria steam table.
- Elevator maintenance procurement will be issued.

Element 1161 – Information Technology Services – (Non-CPG Funds)

COMPUTER SUPPORT

During this quarter, data and computer support services were provided as needed, along with the operation and maintenance of the local area computer network, storage and virtualized infrastructure.

Desktop and Handheld Systems

Routine desktop computer upgrades for existing staff, and provisioning for newly arriving staff, continued throughout the quarter. Last quarter, the Windows 7/Office 2010 roll-out project was completed for over 200 workstations, loaner laptops and specialized Windows 7 workstation systems for the GIS and modeling groups. Two tablet computers were acquired and assigned to the Legislative and Public Affairs Section for their outreach activities. Additional laptop and tablet deployments will be considered next quarter.

BlackBerry technical support and hardware upgrades/replacements continued throughout the quarter. The phased transition of users from the old to the new BlackBerry server was begun this quarter and will be completed next quarter.

Work continued to gather information on mobile device strategy alternatives, including “bring your own device” (BYOD). This initial information was summarized and presented to management this quarter. See below under Special Projects for further description of this activity.

Servers and Network Systems

Upgrade and expansion of our storage area network (SAN) was completed last quarter, including additional storage capacity and upgrades to the fiber channel switch configuration, better supporting our increasingly virtualized environment. Complementing our SAN storage has been increased use of cloud-based storage for specialized projects. This quarter, our cloud-based storage was expanded to over 1.5 Terabytes.

IT staff will continue the evaluation of alternative backup strategies for our production virtualized infrastructure, which now accounts for nearly half of all servers. IT staff have begun familiarizing themselves with the latest version of VMware (vSphere 5), in anticipation of undertaking that upgrade later this calendar year, pending the scheduling of technical training on the new system.

Special Projects

Work continued this quarter on several special projects.

1. Electronic document and records management (EDRM) - An overall strategy based on Microsoft's SharePoint platform was approved by management this quarter (see more on this below). A related activity to support revision of the agency's records retention schedule was begun this quarter with consulting assistance. The results of that work will feed directly into a SharePoint records management solution.

2. Disaster recovery – Pending the formal evaluation of cloud-based backup and recovery options described last quarter, we executed an agreement with Agility Recovery Services under a GSA contract to provide logistical support in the form of facilities, IT equipment, power and communications on an as-needed basis during a disaster. Next quarter, we will convene an internal staff group to develop the resources necessary to successfully implement that strategy.
3. SharePoint - Staff continued to gather information on Microsoft SharePoint as a multi-use platform for team collaboration, workflow automation, document management, records management, and intranet applications. This quarter, we identified potential SharePoint planning resources, and next quarter we will retain consulting assistance to create a high-level architecture and implementation strategy.
4. Regional headquarters building – IT staff continued to support planning activities of the Bay Area Headquarters Authority (BAHA) related to network and computing resources in the new location. A variety of coordination and consolidation options are being explored to provide enhanced technologies throughout the building to serve all participating agencies.
5. Mobile device strategy – Following a management decision to phase out BlackBerries as the only supported mobile device, staff began planning for a project to replace BlackBerries with Apple iPhones. An implementation plan and budget will be developed early next quarter, with initial acquisition of devices and necessary management software later in the quarter.

Application Development and Support

MTC Contracts Website (<http://procurements.mtc.ca.gov> and <http://bids.mtc.ca.gov>)

Description: Allow Contract related content to be managed by a Content Management System. Also provides Contracts Team to manage vendor data and post contract opportunities as part of their day-to-day operations.

Activities:

- Manage content through a Content Management System – Complete
- Replace old Contracts Website with new redesigned specialized site – Complete
- Post contract opportunities – Complete
- Management of vendor data and vendor registration – Complete
- Provide operations and maintenance service – Ongoing

Incident Management Website

Description: Informational website for Incident Management Task Force and the public

Activities:

- Manage content through a Content Management System – Development/Testing Phase
- Build Public Website – Development/Testing Phase
- Build Members Only Website – Development/Testing Phase

EBIX Integration

Description: Third-party Contract Insurance Requirements System used by the Contracts Team

Activities:

- MTC data push to EBIX system – Design Phase

Fund Management System (<http://fms.mtc.ca.gov/fms>)

Description: Allows the general public and MTC partners, access to TIP and other project listings over the Internet. Additionally, project sponsors can use the system to edit projects and propose Amendments to projects.

Activities:

- Develop and maintain reports – Ongoing
- Provide operations and maintenance service – Ongoing

- Upgrade Application Framework – Development Phase

Performance Management and Learning Management System

Description: Manage Employee Performance and Learning/Development programs

Activities:

- Implement Performance Evaluation Module – Design Phase
- Implement Connect/Social Learning/Collaboration Module – Design Phase
- Create custom eTraining for EOC – Development/Testing Phase
- Create custom eTraining for Title VI – Development Phase
- Provide operations and maintenance service – Ongoing

Fund Tracking System (FTS)

Description: Track grants, projects, contracts, and invoices

Activities:

- Develop and maintain reports – Ongoing
- Provide operations and maintenance service – Ongoing

Recruitment and Job Applicant Tracking System (<http://jobs.mtc.ca.gov>)

Description: Manage job announcements/descriptions and accepts job applications online.

Activities:

- Redesign navigational elements – Complete
- Converted several High School Internship and College Internship pages to be managed and published by a content management system - Development/Testing Phase
- Provide operations and maintenance service – Ongoing

Web Contact Management System

Description: An internal centralized information repository for contacts, lists, and organizations.

Enterprise-wide use accessible via web.

Activities:

- Provide operations and maintenance service – Ongoing

Anticipated Activity Next Quarter

Desktop and Handheld Systems:

- Complete any remaining troubleshooting of Windows 7/Office 2010 roll-out
- Complete Win7/Office 2010 deployment for specialized work groups (e.g., Finance)
- Complete draft mobile device strategy

Servers and Network Systems:

- Gather information on cloud-based VMware image based backups and recovery systems and develop recommendations on strategies and products
- Increase cloud based storage use in MTC and assist GIS group for their proposed cloud based deployment of ESRI applications

Special Projects:

- Develop a strategic plan and begin procurement for off-site disaster recovery services
- Support development of electronic records management/retention policies and procedures
- Continue investigation of potential SharePoint deployment

CONSULTANT CONTRACTS

Network/Security Support

Work continued under the CMAS contract with KISCC, focusing on assisting MTC staff in various Novell, Group wise, Email and other IT operational and strategic initiatives.

Anticipated Activity Next Quarter

KISCC Task Orders will be issued for a variety of network and system support tasks, as well as providing technical assistance to MTC's IT staff as needed to solve specific Novell system upgrade and performance issues, including upgrading ZENworks and installing Novell's File Management Suite and Identity Management suite with Active Directory.

Additional consultant assistance may be sought next quarter to help develop a plan for document and records management systems, as well as assist in planning for Microsoft SharePoint.